

DIRECTOR AIRPORTS PROPERTIES

NATURE OF WORK

This is specialized work assisting in the development, preparation and monitoring of contracts, leases and permits between tenants of the County's four airports and Palm Beach County.

An employee in this position is responsible for the development and preparation of Requests for Proposals/Invitations for Bid, contracts, leases, concession agreements and permits. The work involves reviewing and drafting real estate agreements, establishing and maintaining effective working relationships with airport tenants and concessionaires. The work also involves assisting the Deputy Director of Airports Business Affairs with special projects and the day to day management of the Airport Properties Division and airport properties. Work is reviewed by the Deputy Director of Airports Business Affairs.

EXAMPLES OF WORK

Assists in the negotiation and development of leases, concession agreements and permits with potential tenants, concessionaires, airlines and service providers.

Monitors tenants, concessionaires and other contractors to ensure compliance with contract terms and conditions.

Assists in the maintenance of the lease management system and provides initial input of all lease/agreement information to implement billing and compliance monitoring.

Assists in the development, implementation and management of policies and procedures for the advertising and publicizing of concession space at the airport.

Prepares agenda summaries for items requiring Board of County Commissioner approval according to all county policies and procedures.

Drafts contracts, agreements, easements and other documents.

Develops and implements filing systems for all Airport Properties Division projects.

Develops and revises standard form documents used by the Airport Properties Division staff.

Reviews contracts and agenda item summaries prepared by Airport Properties Division staff.

Assists in the development of policies and procedures for the leasing and development of Airport properties.

Responds to inquiries and requests for information from County staff, members of the public and other airports.

Conducts field inspections and notifies tenants/contractors of contract violations.

Performs related work and other duties as required.

DIRECTOR AIRPORTS PROPERTIES - CONT'D

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Extensive technical knowledge of commercial real estate transactions, including disposition, exchange and lease transactions.

Ability to read, interpret and draft leases, concession agreements, permits and other similar documents.

Knowledge of surveys, title examination and land development regulations.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with tenants and concessionaires.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college or university with major course work in business administration, real estate, legal, airport management or related field; four (4) years experience in commercial real estate transactions and contract administration; or equivalent combination of related training and experience.

11/2007