

ISSUED: 5-7-25

CLOSES: Open

Re-advertised

Position: **MANAGER, PROPERTY MANAGEMENT**
Salary: \$83,984 Annually
Department: Airports/Airport Properties and Minority Affairs
Location: Palm Beach International (PBI) Airport, WPB
Hours: 8:00 A.M. to 5:00 P.M., Monday - Friday
Other: Must be able to lift 30 pounds. Valid Florida Driver's License and PBC Risk Management Department driving history approval prior to appointment.
Requires successful completion of DHS Criminal History Records Check and Security Threat Assessment prior to appointment, and the ability to maintain these clearances as a condition of employment.

Professional and administrative work developing and implementing systems to maintain accountability for the management and leasing of Airports' real property. Develops and prepares contracts, leases, concessions, permits, Board Agenda Items, and other documents for the County's four airports. Manages databases and ensures agreement compliance; conducts field inspections and notifies tenants, permittees, concessionaires, and contractors of contract/permit violations; handles specific complex transactions. Prepares and manages Requests for Proposals (RFPs) and Invitations for Bids (IFBs). Establishes operational policies and procedures; supervises professional and technical staff. Assists with the implementation of Disadvantaged Business Enterprise (DBE)/Airport Concession Disadvantaged Business Enterprise (ACDBE) programs. Work is performed under the general direction of the Director of Airport Properties, and is reviewed and evaluated through conferences, reports, and results obtained.

The Palm Beach County Board of County Commissioners provides an excellent [benefits](#) package, including medical, dental and life insurance as well as vacation and sick leave, paid parental leave, tuition reimbursement and participation in the Florida Retirement System.

QUALIFICATIONS:

Bachelor's Degree in Business Administration or Real Estate; minimum of four (4) years of experience in commercial real estate leasing transactions and property management.

Equivalencies:

- 1. Unrelated Bachelor's Degree AND five (5) years of related experience**
- 2. Associate's Degree AND six (6) years of related experience**
- 3. Graduation from high school or an equivalent recognized certification AND eight (8) years of related experience.**

PREFERENCE FOR EXPERIENCE IN/WITH: Preparing and/or monitoring leases, contracts, concession agreements, or permits of airport tenants; preparing requests for airport proposals/bids/Board Agenda Items. Also desirable: Prior supervisory experience in an airport conducting commercial real estate transactions.

NOTE: It is not necessary to submit another application for this position if you applied 4/8/25 – 4/23/25.

Visit www.pbcgov.jobs for job description and to apply online. May upload any Veteran's Preference documentation to online application (No e-mail applications/resumes accepted). **Online Applications are accepted until filled. EO/AA M/F/D/V, Drug Free Work Place; All employees of Palm Beach County may be required to work before, during and/or after a natural or man-made disaster or hurricane.**