



AVIATION DEPARTMENT - Fort Lauderdale-Hollywood International Airport
2200 SW 45th Street, Suite 101 • Dania Beach, Florida 33312 • 954-359-6100

EMPLOYMENT OPPORTUNITY

BROWARD COUNTY AVIATION DEPARTMENT FORT LAUDERDALE-HOLLYWOOD INTERNATIONAL AIRPORT

Business Specialist – Real Estate/General Aviation \$51,974.83 - \$82,953.11

The Aviation Department which operates the Fort Lauderdale-Hollywood International Airport and the North Perry Airport is seeking qualified applicants for the position of Business Specialist for North Perry Airport. This is high level administrative work assisting in the coordination, administration and management of property leases and agreements related to General Aviation and Real Estate at the North Perry Airport.

QUALIFICATION REQUIREMENTS: Requires a Bachelor's degree from an accredited college or university with major coursework in business or public administration or closely related field. Requires two (2) years' experience in business or public administration including high level administrative positions involving compliance, public contact and coordination of office business functions or closely related experience.

Primary duties and responsibilities for this position include the following:

- Initiates and cultivates communication with airport tenants to ensure favorable working relationships among departmental administration, tenants, airport clients and the community.
- Coordinates, participates and facilitates Airport Tenant Meetings and Community Outreach meetings.
- Attends the Miramar Pembroke Chamber of Commerce Meetings as well as other Municipal events and meetings.
- Attends conferences and public and professional meetings.
- Assists in maintaining the Lease Management System for North Perry Airport.
- Establishes data for airport leases, insurance, contracts, licenses, permits and amendments.
- Monitors and follows-up for compliance to all agreement/lease/permit terms and conditions, e.g. security deposits, bonds, insurance and construction deadlines.
- Assists with the negotiation, development and preparation of leases, development agreements, permits, amendments and other property agreements for office buildings, hangars, fueling operations and other facilities at North Perry Airport.
- Assists with maintaining accurate records of all lease agreements for property and space rentals; identifies effective dates and termination dates, description of property, annual rental obligations, company name and any special agreements.
- Assists with the reviews and evaluation of proposals for new development opportunities and business ventures.
- Assists with the coordination of various activities relating to lease management system and processes for airport tenants, including report preparation.
- Assists in development of a Marketing and Advertising plan for the airport.
- Performs related work as assigned.

Preferences:

- Master's Degree in Business, Management, Marketing, Public Relations, Aviation or related field
- Real Estate Broker's License
- AAAE Certified Member (CM) certificate
- AAAE AAE certificate
- Prop works, Excel, Access, publishing and advertising software skills
- Web based design and marketing skills

NOTE: Applicants selected for employment with the Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by Federal Law as a continuing condition of employment.

Interested applicants must apply online at: www.broward.org/careers. The Announcement is open until a sufficient number of applications are received. The Aviation Department operates under a Drug-Free Workplace Policy in compliance with the provisions of the Federal Drug-Free Workplace Act of 1988.