

Position: **BUSINESS AND COMMUNITY AGREEMENTS MANAGER**
Salary: \$83,391 Annually, Negotiable Depending on Qualifications
Department: Facilities Development and Operations (FDO)
Location: 2633 Vista Parkway, WPB
Hours: 8:00 A.M. to 5:00 P.M., Monday - Friday; evenings and weekends as required/necessary.
Other: Valid Florida Driver's License and PBC Risk Management Department driving history approval prior to appointment.
THIS IS AN AT-WILL POSITION.

In this high-profile role, you will develop and manage numerous complex County agreements with other governmental and not-for-profit agencies as well as act as the co-lead in the development of complex governmental business transactions including unique large value service/operating and land development agreements with private parties. Detailed tasks include: Participating in negotiations; drafting development, service/operating, and lease agreements; implementing short-term licensing and permitting programs for non-County use of County property which have Constitutional First Amendment implications; administering terms of funding for capital improvements/FDO services/reimbursement from bond proceeds/other restricted funding sources; preparing and making presentations to governing authorities/constituents. Your abilities in the areas of effective judgment and analytical thinking, multitasking, and communication will be utilized to accomplish key responsibilities which include:

- working closely with the FDO Department Director and FDO Directors of Property Real Estate and Management, Strategic Planning, and Capital Improvements Divisions; County Attorney's Office, Constitutional Officers, city managers and attorneys, businesses, non-profit, community groups, and the general public;
- conducting negotiations, researching authority to enter into agreements, identifying laws governing the transactions;
- ensuring the accuracy, quality, and consistency of agreements with federal/state/local laws and regulations/County policies, as well as compliance with legal guidelines, procurement, and contracting principles; and
- liaison for FDO for its contracting policies and actions at a local, regional, and state level.

Benefits: PBC Board of County Commissioners (BCC) provides an excellent benefits package, including a salary competitive for the South Florida marketplace, travel reimbursement for interviews, relocation reimbursement assistance per PBC County-Wide Policy CW-F-012, medical, dental, and life insurance, as well as vacation and sick leave, tuition reimbursement, and participation in the Florida Retirement System.

QUALIFICATIONS:

Graduation from an accredited college or university with major coursework in Law, Finance, Business or Public Administration; three (3) years of professional experience in negotiating, drafting, and/or administering government contracts.

PREFERENCE FOR: Licensed Attorney; experience in negotiating and documenting governmental business transactions; local government experience in the State of Florida.

Visit www.pbcgov.jobs for job description and to apply online. May submit scannable application/resume with any Veteran's Preference documentation to Palm Beach County Human Resources, 100 Australian Avenue #300, West Palm Beach, Florida 33406 Info 561/616-6888 Fax 561/616-6893 (No e-mail applications/resumes accepted). **Applications/resumes must include Job ID number, and will be accepted no later than 5:00 p.m. on December 1, 2017. EO/AA M/F/D/V (DFWP), 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.**