



## **Austin Aviation-Airport Property Program Manager**

**JR104145**

The position will analyze, develop, manage, and administer contract compliance standards for the airport within the Commercial Management Division, focusing on the Airport's Revenue Contracts. This position will work with the Airport's Commercial Management team to maintain that all airport revenue contracts are in compliance. This position will report to the Deputy Chief Officer - Commercial Development. The position will be responsible for creating policies and procedures related to contract compliance and constantly review contracts and monitor documentation from staff on all contracts. The position will become the Divisions expert user of ABRM (Airport Business Resource Manager) and will be the liaison to ensure the contract compliance system is operating and all documents are managed correctly in the system.

Answers questions from the public, contracts and internal customers. **We strive in our vision to be the gateway to the world for all – the AUS way every day.** Visit our website at [www.austincityjobs.org](http://www.austincityjobs.org) (to apply) and [www.austintexas.gov/airport](http://www.austintexas.gov/airport) for more information. We offer a competitive salary, a complete benefits package, and free parking.

### **QUALIFICATIONS:**

- Bachelor's degree in Public or Business Administration, Economics, Accounting, Finance, or related field, plus four (4) years of experience involving property contract/lease management, or property management.
- One (1) year of experience may substitute for one (1) year of the required education with a maximum substitution of four (4) years.

### **Licenses and Certifications Required:**

- None.

**POSTING CLOSES ON 07/08/2026**