

**Agency Name:** Sandusky County Land Reutilization Corporation (SCLRC)  
**Class Title:** Executive Director  
**Reports To:** Land Bank Board  
**Employment Status:** Full Time - 40 hours per week  
**Starting Pay:** \$22.00 per hour

**OUR MISSION-** Our mission aims to transform vacant, abandoned or tax delinquent properties into community assets that improve the quality of life for the Sandusky County residents, stabilize and enhance neighborhoods, and create new pathways for social and economic development using the powers and tools granted to Land Banks by the laws of the State of Ohio.

**QUALIFICATIONS:** An example of acceptable qualifications: Completion of secondary education and related work in business administration, community development, public administration, urban planning, real estate or other substantially related field. The executive director must possess at least five years' experience in business, real estate or financial management or related areas.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Valid Ohio Driver's License

**PROFICIENCY IN THE USE OF COMPUTERS FOR:** The following are examples only and are not intended to be all-inclusive. Word processing/Microsoft Office, E-mail, Internet, experience with QuickBooks a plus

**Accounting**

- Maintain accounting software/QuickBooks
- Maintain all cost per property
- Maintain bank account
- Categorize funds received per property
- Assist outside accountant with all record keeping, reports, audits and tax reporting

**Property Files**

- Maintain all property files
  - Obtain before, during and after pictures of all properties
  - Maintain acquisition records
  - Maintain legal records
  - Maintain disposition records
  - Maintain demolition records
  - Maintain maintenance records

### Coordinate with other entities and implement working relationships

- Coordinate identification of properties
- Uphold all contractual agreements with different municipalities

### Negotiate transfers with both property owner and property buyers

- Create applications
- Send out communications
- Prepare sales documentation
- Work with Realtors

### Demolition and Greening Contractors

- Order asbestos analysis
- Prepare bid documents
- Hold pre bid meetings
- Conduct bid openings
- Prepare contracts
- Order utility disconnection
- Deal with EPA issues
- Manage demolition contractors
- Maintain contractors' insurance and other mandatory forms
- Discuss and review work completed
- Recommend corrective actions if needed

### Field Services

- Monitor demolitions
- Monitor maintenance

### Grants

- Assist in writing grants
- Submit grant applications
- Maintain grant records
- Submit grant requests for payment

#### Basic Functions - Conduct | Coordinate | Manage

- Assist in development of all forms
- Maintain and update forms
- Handle public records requests
- Maintain all SCLRC files
- Respond to public inquiries and phone calls
- Notify Land Bank insurance companies of any change in property status
- Coordinate with administrator of Commissioners and/or Commissioners when required
- Coordinate with legal council
- Coordinate with foreclosure personnel
- Prepare paperwork for board meetings
- Prepare reports
- Conduct/coordinate updating website

#### Public Meetings

- Attend public meetings/monthly board meetings
- Prepare presentations for meetings
- Speak at public meetings

#### Field Inspector

- Maintain and update forms
- Identify properties for possible demolition and/or tax foreclosure
- Photograph properties for records
  - Attempt to locate wells or septic systems
- Talk to neighboring property owners to assist in finding End User
- Inspect properties to determine if property is suitable for rehab or demolition
- Develop demolition bid packet specifications
- Meet potential clients, contractors, housing inspectors to show properties and answer questions
- Monitor demolition progress, inspect properties for incomplete or incorrect demolition practices as per demolition guidelines
  - Document and photograph completed demolition
  - Inspect to ensure all wells, septic systems and cisterns have been abated
  - Inspect final grade seed and straw
  - Inspect additional greening of lots

- Coordinate with End User of property to ensure that demolition and greening has been completed as per request
- Monitor Land Bank owned properties at least once every two weeks for security and lawn maintenance
  - Ensure properties are secured against intruders
  - Replace broken hasp and locks
  - Take dated photos of all four sides of structure showing property secured for file
  - Schedule lawn maintenance
- Manage office when staff is absent
- Performs other duties as assigned

Sandusky County Land Reutilization Corporation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Sandusky County Land Reutilization Corporation makes hiring decisions based solely on qualifications, merit, and business needs at the time.