

Agency: Sandusky County Land Reutilization Corporation
Name:
Class Title: Land Bank Coordinator
Reports To: Land Bank Chairman **Employment Status:** Contracted

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education supplemented by coursework in secretarial science office practices and bookkeeping plus five (5) years of clerical experience or equivalent.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio Driver's License

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Computer, calculator, office copier, typewriter, fax machine.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

- 50% (1) Maintains basic financial records including budget information, revenue receipts, invoices, payments and expense reports in accordance with generally accepted accounting principles, Board and Land Bank policies and procedures. Is responsible for overseeing grants and contracts management including negotiating agreement terms that reflect the needs of CLRC; coordinates with legal advisors to finalize agreement terms; monitors progress of agreements and maintains agreement documentation to ensure fulfillment of agreement terms including receipt and expenditure of funds. Assists in the development of current and long-term organizational goals and objectives as well as policies and procedures for Land Bank operations. Establishes plans to achieve goals set by the Board of Directors and implements policies, subject to approval by the Board of Directors. Analyzes and evaluates vendor services, particularly for insurance and management of Land Bank funds, to determine programs and providers that best meets the needs of Land Bank and makes recommendations to the Board, as appropriate; negotiates or oversees negotiation of services, supply and service vendors, auditors and consultants. Maintains records of each property acquisition and disposition, including all documents related to the transfer of ownership.
- 15% (2) Create and administer protocols for evaluating the intake of foreclosed properties and forfeited properties. Create and administer protocols for evaluating the intake of properties from REO and non-foreclosure sources; Review and approve potential end-users for vacant properties; Coordinate with cities and implement working relationships; develop a Memorandum of Understanding with each municipality or township participating in land bank activities. Negotiate transfers with REOs and non-foreclosure property owners and present to Board for approval;

- 15% (3) Create and administer protocols for evaluating and qualifying demolition contractors; Maintain various city demolition and board-up specifications and permit requirements; Work with cities to coordinate identification of properties to be demolished; manage all demolition contracts; promote strategic planning and strategic demolition strategies both to reduce costs and to achieve highest neighborhood impact.
- 20% (4) Create and administer protocols for evaluating and qualifying field services contractors; Maintain various city demolition and board-up specifications and permit requirements; Work with cities to coordinate identification of properties to be field serviced; Manage all field services contracts; Maintain extensive contact with field services contractors to make sure properties are expeditiously serviced and that all complaints are addressed in an expedited manner.
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OTHER DUTIES AND RESPONSIBILITIES:

Other job duties as requested by Land Bank Board that pertain to land requisition.