

PUBLIC NOTICE

Chair
ERIC SCHERTZING
Vice-Chair
DEB NOLAN

Appointed Members
KARA HOPE, Secretary
BRIAN MCGRAIN, Treasurer
SARAH ANTHONY

Ingham County Land Bank Fast Track Authority

3024 Turner Street, Lansing Michigan 48906 517.267.5221 Fax 517.267.5224

NOTE: DIFFERENT MEETING LOCATION

THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY WILL HOLD A SPECIAL MEETING ON THURSDAY, JUNE 23, 2016 AT 9:00 A.M., AT THE LAND BANK OFFICES, 3024 TURNER STREET, LANSING, MI 48906

Agenda

Call to Order
Additions to the Agenda
Limited Public Comment – 3 minutes per person

1. Discussion Item: Planning for the transition regarding the change in the Executive Director position

Announcements
Public Comment – 3 minutes per person
Adjournment

LAND BANK EXECUTIVE DIRECTOR

General Summary: The Executive Director is a full-time position responsible for planning and directing the organization to ensure the mission, policies, philosophies and goals of the Land Bank Board of Directors are fulfilled. Oversees the Boards' efforts to further affordable housing goals and economic development opportunities while protecting the organization's financial assets.

Essential Functions:

1. Responsible for the day-to-day operations of the Corporation, with the control, management and oversight of the Corporation's function as well as supervision of all Corporation employees.
2. Provides opportunities to individuals and businesses interested in the development of foreclosed, vacant and distressed real estate properties.
3. Establishes and maintains cooperative working relationships with local units of government, community organizations and agencies (private and public) to create rental options, home & business ownership prospects and economic development opportunities.
4. Oversees the process of acquiring, holding and marketing properties obtained through various recovery efforts. Develops strategies to reduce the investing and holding costs of such properties.
5. Provides planning assistance and guidance for properties use such as zoning ordinances and land use plans.
6. Promotes best practices in the planning and design of properties including energy efficiency as well as "green" land and construction standards.
7. Promotes community services available to potential property buyers.
8. Directs economic development opportunities in an effort to link equitable housing opportunities and community development goals.
9. Coordinates and performs media relations activities. Formulates and implements a comprehensive communication strategy regarding Land Bank activities. Educates the public about the Land Bank's opportunities and activities.
10. Represents the Land Bank at various internal and external meetings. Acts as liaison for committees at the neighborhood, community and regional level. Ensures the integrity and effectiveness of Land Bank information as it is presented to internal and external audiences.

11. Manages and supervises Land Bank staff. Monitors staff performance and makes final employment decisions regarding hiring, corrective actions and terminations. Oversees training and development of all staff.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A Bachelor's Degree is required. A strong preference is given for a degree in Business Administration, Public Administration, Community Development, Urban Planning or a similar field.

Experience: Five years of related experience is required with 2 years of specific experience managing real estate transactions and or tax foreclosure properties.

Other Requirements: None

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Physical Requirements:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

- The work environment varies. Work is typically performed in an office setting but some tasks require work to be performed at external (outside) sites. Time spent traveling to, and

being at, these external sites results in occasional exposure to unusual elements such as temperature, unpleasant odors, loud noises, etc.

Compensation & Benefits:

- Salary range between \$60,000-\$70,000 per year, depending upon qualifications.
- The Land Bank will pay the employer's share of Social Security and Medicare taxes.
- Thirteen paid holidays per year scheduled to coincide with Ingham County Operations.
- Paid sick and vacation.

Application Procedure:

Interested individuals should send a cover letter and resume to: Ingham County Land 3024 Turner Street, Lansing, Michigan 48906 no later than _____. Resumes must show relevant experience. Incomplete submissions will not receive further review.



Executive Director Job Description

Summary

Under the direction of the Board of Directors, the executive director is responsible for overall management and operation of the Genesee County Land Bank Authority (GCLBA) and protection of the organization's financial assets while ensuring compliance with board directives and applicable grantor, federal and state requirements.

Essential Duties and Responsibilities

The executive director is responsible for overall operations for GCLBA, a public corporation who manages the disposition of the tax reverted properties. The incumbent also:

- Oversees all accounting functions including those necessary for auditing, budgeting, financial analysis, capital asset and property management and payroll in accordance with generally accepted accounting principles, board and GCLBA policies and procedures, and all other applicable rules and guidelines.
- Handles all aspects of human resource management for approximately 25 employees and contracted consultants including but not limited to hiring and termination, developing position descriptions, setting compensation, and applying board-approved employee policies and benefits in accordance with federal and state requirements; regularly supervises GCLBA administrative staff.
- Is responsible for grants and contracts management including negotiating agreement terms that reflect the needs of GCLBA; 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 GCLBA operations. Establishes plans to achieve goals set by the Board of Directors and implements policies, subject to approval by the Board of Directors.

- Represents the Land Bank before various elected officials and public bodies.
- Works closely with staff members to ensure they are provided with appropriate support systems and responsive, quality service in the areas of sales, property management, planning, project accounting, human resources, purchasing and related administrative functions.
- Analyzes and evaluates vendor services, particularly for insurance, employee benefits and management of GCLBA funds, to determine programs and providers that best meets the needs of GCLBA and makes recommendations to the Board, as appropriate; negotiates services, terms and premiums and executes contracts with benefit plan providers, supply and service vendors, auditors and consultants; manages payroll and benefits programs.

Education and/or Experience

Bachelor's degree required in business administration, community development, public administration, urban planning or other related field. Master's degree preferred. The executive director must possess at least five years experience in business, non-profit operational and financial management, or related areas.

Knowledge, skills and abilities

- Knowledge of leadership and management principles
- Knowledge of current community challenges and opportunities relating to the mission of the organization
- Knowledge of human resources management
- Knowledge of financial management
- Knowledge of project management

Proficiency in the use of computers for:

- Word processing
- Excel
- E-mail
- Internet

Travel

The executive director must be able to travel to attend conferences, training and other events as required to acquire and maintain proficiency in fulfilling the responsibilities of the position.

Salary

Salary negotiable, plus full benefits, including health care, 401(k), dental and vision.

Organizational Chart

Ingham County Land Bank Fast Track Authority

Board of Directors

Eric Schertzing, Chair
Deb Nolan, Vice-Chair
Kara Hope, Secretary
Brian McGrain, Treasurer
Sarah Anthony, Member

Executive Director

Jeff Burdick

Management Staff

Operations Director
Joe Bonsall

Program Director
Dawn Van Halst

Maintenance & Administration Staff

Receptionist/Administrative Assistant
Sylvia Newell

Maintenance Specialist
Karl Fofana

Maintenance Specialist
Tony Olivarez

Program & Sales Staff

Grant Manager
Roxanne Case

Property Disposition & Community Relations Mgr
Rawley Van Fossen

Garden Coordinator
John Krohn

Intern
Maria Mastej

Special Projects

Mary Ruttan