

EXECUTIVE DIRECTOR - BROOME COUNTY LAND BANK

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for managing the Broome County Land Bank, which will own and manage an inventory of property in various conditions and in a wide range of market conditions. The incumbent in this position will be responsible for continued development of the organization's policies, procedures, and operations in collaboration with the Board of Directors and other governmental and nongovernmental stakeholders. The incumbent reports directly to and works in accordance with the general policies and objectives of the County Executive and County Legislature. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans for strategic acquisition, disposition, and assembly/holding of property in accordance with plans developed by municipal governments;

Plans and budgets for the management, maintenance, improvement, and marketing of the BCLB's real property inventory according to said redevelopment plans;

Assists in the development and implementation of current and long-range organizational goals and objectives, as well as policies and procedures for land bank operations;

Establishes and implements plans to achieve goals set forth by the Board of Directors;

Collaborates with other New York land banks and affiliated local, statewide and national organizations on a Regional and state-level for policy and legislative initiatives in support of the land bank's stated mission;

Prepares the annual operating budget for the organization;

Prepares the organization's annual report—including projects undertaken, monies spent, an accounting of the land bank's financial condition, and administrative activities of the past year—for presentation to the County Legislature;

Oversees the professional service contracts including, but not limited to, legal services, accounting, and brokerage services, property maintenance and development contracts;

Analyzes and evaluates vendor services to ensure procurement of services that best meet the needs of the land bank;

Oversees real estate transactions and leases;

Ensures compliance with grants management requirements, as applicable;

Ensures compliance with Public Authorities Accountability Act;

Documents and illustrates the accomplishments and purpose of the land bank in support of ongoing fundraising for future years' operating budgets;

Provides staff support to the BCLBC Board of Directors.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of recent and historical trends in community planning and real estate development, including the challenges faced by communities in Broome County as related to the mission of the land bank;

Good knowledge developing and managing a not-for-profit organization's operating budget and cost analysis;

Good knowledge of grants management and regulatory compliance;

Good knowledge of methods of conducting research;
Working knowledge of applicable computer software programs;
Ability to express ideas clearly and accurately both orally and in writing;
Ability to direct the work of others;
Ability to read and comprehend written material;
Ability to carry out assignments independently;
Ability to get along well with others;
Ability to establish effective working relationships with government officials and the general public;
Ability to handle multiple projects simultaneously;
Initiative;
Dependability;
Resourcefulness.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in urban planning, real estate finance, public administration, business administration or closely related field and one years' experience with a land bank, real estate development, community development activities, government administration or economic development; OR
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in urban planning, real estate finance, public administration, business administration or closely related field and three years' experience with a land bank, real estate development, community development activities, government administration or economic development.