

## **ASSISTANT DIRECTOR - BROOME COUNTY LAND BANK**

**DISTINGUISHING FEATURES OF THE CLASS:** This position has responsibility for assisting the Executive Director-Broome County Land Bank in 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 assisting in the 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 works under the general supervision of the Executive Director-Broome County Land Bank with leeway allowed for the exercise of independent judgment in planning and carrying out assignments. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

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

Assists in the 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;

Assists in implementing 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 in the absence of the Executive Director;

Assists in preparation of the annual operating budget for the organization;

Assists in preparing 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;

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

Assists in analyzing and evaluating vendor services to ensure procurement of services that best meet the needs of

the land bank;  
Assists in ensuring compliance with grants management requirements, as applicable;  
Assists in ensuring compliance with Public Authorities Accountability Act;  
Assists in the documentation and illustration of the accomplishments and purpose of the land bank in support of ongoing fundraising for future years' operating budgets;  
Assists in providing staff support to the BCLBC Board of Directors.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good 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;  
Working knowledge developing and managing a not-for-profit organization's operating budget and cost analysis;  
Working knowledge of grants management and regulatory compliance;  
Working 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, political science or closely related field; 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, political science, or closely related field and two years' experience with a land bank, real estate development, community development activities, government administration or economic development; OR

C) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in urban planning, real estate finance, public administration, business administration, political science, or closely related field and four years' experience with a land bank, real estate development, community development activities, government administration or economic development.