

## **LAND BANK DIRECTOR**

**JOB CODE:** 2083  
**LOCATION:** Tioga County Economic Development and Planning  
**CLASSIFICATION:** Competitive  
**SALARY:** Non-Union  
**ADOPTED:** Reso. 112-19, 04/30/19 – Tioga County Personnel Department

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for managing the Tioga County Property Development Corporation (TCPDC), 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 is expected to prepare and execute complete and detailed plans for TCPDC initiatives which integrates economic and industrial development planning. Work is performed under the general direction of the Director of Economic Development and Planning and the Tioga County Legislature as per the most current approved Administrative Services Agreement by an between Tioga County and the TCPDC. The work involves considerable contact with public officials, professional and civic organizations, and others. 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 TCPDC's real property inventory according to said redevelopment plans;
- Outlines and performs assignments and estimates scheduling of time and costs for individual projects;
- 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;
- Provides leadership and participates in the review of individual planning programs and coordinating such programs with a unified plan on a regional basis;
- 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 TCPDC Board of Directors and County Legislature;
- Confers with officials of government and representatives of various professional and lay groups and other parties regarding planning policies and objectives;
- 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;
- Prepares and/or directs the preparation of publicity and new releases for acquainting the public with planning programs;

## 2. Land Bank Director

- Keeps up-to-date on new developments in planning field and community development, including sources of funding available to the county, and current legislation and programs;
- Provides staff support to the TCPDC 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 Tioga County as related to the mission of the land bank; thorough knowledge of the purposes, principles, terminology, and practices involved in municipal, regional or community planning; 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; ability to plan, coordinate, and execute projects through to completion; initiative and resourcefulness; dependability; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS: Either:**

- 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 or closely related field and four (4) years of 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 or closely related field and five (5) years of experience with a land bank, real estate development, community development activities, government administration or economic development.