



Job Title: Administrative Director, Glynn-Brunswick Land Bank Authority
FLSA: Exempt
Reports to: Glynn-Brunswick Land Bank Authority Board
Supervises: N/A
Salary Range: \$60,000 - \$72,000

JOB SUMMARY

Under the general direction of the Glynn-Brunswick Land Bank Authority (GBLBA) Administrative Director staffs the Glynn-Brunswick Land Bank Authority (GBLBA) in its efforts to acquire delinquent properties in order to providing housing. Works with staff from Planning, Development & Codes and Neighborhood and Community Services to ensure the overall management and operations of the GBLBA and the protection of the Authority assets while ensuring compliance with Authority directives and fund grantor requirements.

The Administrative Director supports the Authority in the identification of properties, in staffing board led development of resources and incentives, in promoting solution-based problem analysis, in identifying grant opportunities, and in using workforce housing principles.

MAJOR DUTIES

1. Develops and implements programs to identify delinquent tax properties, to recruit, expand, and grow the number of workforce housing units; to coordinate activities with stakeholders as well as regional, state, and federal agencies.
2. Responsible for development agreement management including coordination with legal advisors to finalize agreement terms; monitor progress of agreements and maintains agreement documentation to ensure fulfillment of agreements terms including receipt and expenditure of funds.
3. Develop networks and relationships at the local, state, and national level to develop the county and city's workforce housing.

4. Develops and reviews short and long-term workforce housing strategies; solicits related information to prepare studies, reports, and recommendations to county and city management and the elected officials serving each.
5. Prepares short- and long-range plans and related documents to achieve goals set by the Authority and implements policies, subject to approval of the Authority. Assists the GBLBA in the development of current and long-term organizational goals and objectives as well as policies and procedures for GBLBA operations.
6. Supports in the development and implementation of new community assistance programs related to land use, housing, and transportation.
7. Manages the land bank database to ensure proper, timely and accurate compilation of documentation, records and sales transactions.
8. Assists the City Attorney with real estate transactions including, but not limited to court filings and other various property related proceedings.
9. Orders and evaluates appraisals, title work, legal descriptions, property surveys and plats, environmental and technical assessments.
10. Provides information and/or makes presentations to boards, commissions, civic groups, businesses, and the general public on workforce housing issues, programs, services, and plans.
11. Maintains familiarity of existing inventory of available buildings and residential developments within the community, including both public and private buildings and land.
12. Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of workforce housing principles and best practices.
2. Knowledge of Land Bank principles.
3. Knowledge of the laws, ordinances, and regulations affecting Land Bank issues.
4. Knowledge of grant acquisition and management principles.
5. Knowledge in the development of business and financial plans and reports.
6. Analysis of problems and the development and implementation of solutions.
7. Preparation of clear and precise administrative reports.
8. Knowledge of Request for Proposals process, rate and recommend awards based on submittal reviews.
9. Public relations.
10. Knowledge in the use of computers and job-related software programs.
11. Oral and written communication skills.

SUPERVISORY CONTROLS

The Land Bank Authority Board assigns work in terms of Authority goals and objectives. The Board reviews work through conferences, reports, and observation of the activities of the Administrative Director.

GUIDELINES

Guidelines include county and city community and land bank development plans. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and administrative duties. The diverse set of stakeholders involved contributes to the complexity of the position.
- The purpose of this position is to direct the Land Bank Authority's operations. Success in this position results in the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, other county and city employees, elected and appointed officials, business owners, property owners, and members of the general public.
- Contacts are typically to provide services, give or exchange information, and resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. Work may require the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has final responsibility for recommending to the Board how to accomplish objectives, utilization of resources, and make administration decisions within the scope of the Land Bank Authority.

MINIMUM QUALIFICATIONS

- Baccalaureate degree in a related field and training related to housing development preferred, and/or any combination of experience and training deemed appropriate by the governing authority.
- Related administrative experience required.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia in order to travel to conferences, training, and other events as required to acquire and maintain proficiency in the responsibilities as Administrative Director.

We are an Equal Opportunity Employer and participate in E-Verify compliance.