

# **Director of Operations**

## **Full Job Description**

### **Director of Operations**

Location: Erie County, PA

Type: Full time/Exempt

Salary: \$60,000-\$65,000

Benefits: A benefits package is included with this position.

### **About the Erie County Land Bank:**

The Erie County Land Bank was created to facilitate the return of vacant, blighted, abandoned and tax delinquent properties to productive use. The ECLB will acquire, hold, and transfer interest in real property throughout Erie County and will support targeted efforts to stabilize neighborhoods, and to stimulate residential, commercial and industrial development.

### **About this Position:**

The successful candidate will demonstrate an ability to work independently, manage multiple projects concurrently, meet deadlines, think creatively, exercise sound judgement, and be able to work effectively with state, regional, and local officials, and the public. The Director of Operations reports to the Executive Director.

### **Key responsibilities will include, but not be limited to:**

- Identify, evaluate, analyze, and organize existing inventory of properties.
- Develop ongoing inventory management practices and procedures, including management of inventory database (ePropertyPlus), and maintain website and property records.
- Evaluate potential acquisitions, and prepare strategies and workplans for procurement.
- Inspect acquired properties and evaluate needs and propose next steps.
- Manage all aspects of demolition including, but not limited to, coordinating and soliciting bids for demolition, prepare and issue demolition contracts, and inspect demolition sites throughout the process.
- Perform in-house due diligence and coordinate the research and analyzation of contracts, and other ownerships details to assess properties identified prior to possible acquisition.
- Facilitate and manage real estate transactions from pre-acquisition through closing and monitor post-closing renovation and development projects.
- Supervise and assign third party service providers as necessary.
- Work with compliance staff/contractor at ECLB and within City/County government structures to ensure organizational stability and success.
- Prepare memoranda, reports, and other internal communications regarding acquisition activities and transactions.
- Manage to budgets and achieve stated acquisition and disposition targets within prescribed timeframes.
- Attend monthly board meetings and committee meetings.
- Work with integrity and confidentiality.

- Assist with other program areas as needed.

**Minimum Requirements:**

- Bachelor's degree in real estate-related field, such as Public Administration, Urban Planning, Real Estate, Code Enforcement, Building Construction or Inspection, or Real Estate Law; OR an equivalent combination of education/work experience.
- Use of a personal vehicle.
- Valid driver's license and proof of insurance

**Preferred Qualifications:**

- Knowledge in building construction, code enforcement, or International Property Maintenance Code.

**Conditions of Employment:**

- Background investigation
- The selected candidate will be pre-employment required to obtain, at their own expense, 3 forms of clearance, including PA State Police Criminal History Record Check; PA Child Abuse History; and FBI Criminal History Background Check including finger printing.

***Search will continue until the position is filled.***

Job Type: Full-time

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Vision insurance
- Paid Holidays
- Paid Vacation

Schedule:

- 37.5 Hours/ week
- Monday to Friday

Work Location: In the Field throughout Erie County, and at the ECLB Office in Summit Township