

# Erie County Land Bank Workload & Division of Labor

The following positions would include, but not be limited to, the following tasks:

Executive Director	Develop vision, goals, policy & procedures	Oversee annual audit and reporting
	Develop programs and services around local needs	Create content for conferences, trainings and events
	Relationship building on a local, state, and national level	Manage demolition funds with Erie County Planning
	Oversee <i>staffing</i> and operations	Oversee grant opportunities and applications
	Create budgets and review financials	Manage contracts with partnering organizations
	Public outreach	Research and compare new software and tools
	Board meetings and board development	Act 152 Demolition reporting to DCED
	Oversee property acquisitions and dispositions	Manage insurance policies and coverage

Property Manager	Review eligibility of incoming properties	Review demolition/rehab bids and get board approval
	Input property information into ePropertyPlus	Manage demolitions
	Contact owners with acquisition plan	Review applications and eligibility of rehab candidates
	Coordinate transfers with solicitors	Take photos of properties (before, during, after)
	Add to agenda for board approval	Post properties for sale
	Schedule asbestos inspection/ review report	Seek new contractors for contractor list & update
	Confirm utility shut offs/ coordinate disconnections	Add deadlines and demolitions to shared calendar
	Schedule/ perform intake evaluations & review	Board/ secure/ rekey properties upon acquisition
	Put ECLB signage on owned properties	Notify insurance company of acquisitions/ dispositions
	Update demo specs and publish	Inspect properties regularly during ownership

Program Manager	<i>Develop details of new clean up program with ED</i>	Municipal Outreach
	<i>Design application for Rapid Reset Clean up program</i>	<i>Programmatic public outreach</i>
	<i>Work with ED on development of Educational Series</i>	
	<i>Work with ED to establish Revolving Loan Fund</i>	
	<i>Find sponsors/speakers for Educational Series</i>	
	<i>Schedule annual events</i>	

Administrative	Administrative	Meeting Minutes	Accounting	Accounts payable and receivable
		Meeting scheduling and agenda preparation		Reconcile accounts
		File and scan all documents		Input invoices into Quickbooks
		Phone calls		Coordinate budget
		General request emails		Confirm income of annual gaming funds
		Process incoming and outgoing mail		Print checks for signing
		Supply ordering		Approve demolition invoices and submit to demo fund
		<i>Support additional team members</i>		Provide budget and financial reports for meetings

Other	Communications	Coordinate all communications and press releases	Grant Writer	<i>Seek new grants and funding opportunities</i>
		Website changes and edits		<i>Compile grant applications</i>
		<i>Create Social Media accounts</i>		<i>Identify &amp; qualify data to be used in grant applications</i>
		<i>Generate social media content</i>		<i>Manage all active grants and grant reporting</i>
		<i>Produce the end of the year report</i>		<i>Compile reports for stakeholders</i>
		<i>Create flyers and handouts for events</i>		
		Filter web inquiries		