



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: December 3, 2018

CLOSING DATE: DECEMBER 14, 2018

TITLE: LAND BANK COORDINATOR

GRADE: NB14

DEPARTMENT: PLANNING AND
COMMUNITY DEVELOPMENT

BARGAINING UNIT: NON-BARGAINING

ENTRY RATE: \$21.64 HOUR/ \$42,198.00 ANNUAL **HOURS PER WEEK:** 37.50

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

The Erie County Department of Planning is a dynamic and creative team committed to improving quality of life in Erie County through its programs and services. The department serves our communities in a variety of program areas including but not limited to transportation, recycling, municipal assistance, community development, water resources, coastal resources, and greenways. Team members are challenged to develop innovative solutions to community development in Erie County.

DEFINITION OF CLASS:

This is an advanced level professional position responsible for the coordination, administration and execution of all activities related to the Erie County Land Bank in the department. The professional in this class coordinates and performs activities with local, state and federal agencies, in accordance with current Federal and state rulemaking establishing the required decision-making framework and cooperative processes in the applicable planning program area.

The position requires a responsible mature professional who is capable of working independently as well as supervising other staff on various projects as needed. Supervision is received from the Director, with the work being completed requiring final review by the Director for completeness, quality and adherence to established standards. The Director may also assign additional work tasks within any of the program areas of the department.

DUTIES & RESPONSIBILITIES:

This position will be responsible for the successful implementation of the Erie County Land Bank and related housing and commercial property planning and programming administered in the department. This position will be responsible for administering and staffing the Erie County Land Bank. The position will work closely with our municipalities to develop localized community blight strategies and develop programs and services

around the recommendations of these strategies. This position is expected to develop and implement programs according to local priorities and needs requiring a high level of coordination and relationship building with local elected officials, municipal staff, and government agencies. Duties for successful program development include but are not limited to project management, grant writing, grant contract administration, scope of work and budget development, housing and property rehab and management, professional planning and analysis, and public outreach. The successful candidate will be a team player that is willing to collaborate and adapt programs and services to the needs of our communities.

Applies laws, regulations, policies, and guidelines of local, state, and federal government related to transportation planning.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS, & ABILITIES:

- Solid project management and project leadership skills: planning, estimating, establishing teams, evaluating stakeholder investment, determining milestones, maintaining communications, measuring results.
- Strategic and tactical thinking/planning skills.
- Demonstrate creative problem-solving skills in solving less well-defined practical problems.
- Involve others in problem solving and decision making to gain diverse perspectives.
- Manages workload including a variety of projects, communicate with team, and meet deadlines.
- Comprehensive knowledge of the principles and practices of planning, including knowledge of research methodology (statistical and mathematical techniques).
- An understanding of laws and regulations related to planning and zoning.
- Familiarity and involvement with housing and real property planning and programming regulations.
- Knowledge of the principles, practices and objectives of developing, promoting, implementing and coordinating municipal programs.
- Knowledge of the principles, practice and objectives of housing and real property planning as applied to the administration of county government programs.
- Knowledge of current housing and real property regulations.
- Demonstrates capacity to conceptualize planning concepts.
- Ability to extract, organize, analyze, and present data, and express ideas clearly and concisely in oral, written and graphic form.
- High level technical competence with Microsoft software is required.
- Working knowledge of Geographic Information System (GIS) applications is highly desirable.
- Ability to establish and maintain effective working relationships with co-workers, staff of other agencies, public officials and the general public; good judgment and initiative.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

Seven (7) years of progressively responsible professional experience in real estate, property management, or in local, county, or regional planning, zoning, or housing programs; **OR** Bachelor's degree in planning or a related field and two years of progressively responsible professional experience real estate, property management, or in local, county, or regional planning, zoning, or housing programs; **OR** a Bachelor's degree in an unrelated field and three years of progressively responsible experience in real estate, property management, or in local, county, or regional planning, zoning, or housing programs, **OR** a Master's degree in planning or a related field and one year of professional experience in real estate, property management, or in local, county, or regional planning, zoning, or housing programs.

AICP Certification Preferred.

Possession of a valid automobile operator's license; and availability to travel throughout the Commonwealth as required.