

## TRANSACTION & COMMERCIAL PROPERTY SPECIALIST

GENERAL STATEMENT OF DUTIES: Performs professional duties involving land disposition and acquisition transactions for both commercial and residential property for the Land Reutilization Council; works under the supervision of the Land Reutilization Council Executive Director; performs related duties as required.

STATEMENT OF TASKS:

Performs industrial, residential, commercial and vacant land disposition transactions;  
Oversees side lot acquisition transactions;  
Underwrites industrial, residential, and commercial loan fund transactions;  
Administers and collects for the revolving loan fund;  
Works with local units of government involving land dispositions.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of certificate of forfeiture, titles and foreclosure petitions;  
Knowledge of tax laws;  
Knowledge of the principles and practices of planning;  
Knowledge of the laws and regulations related to planning;  
Knowledge of Brownfield Redevelopment activities;  
Ability to prepare and package commercial and industrial loans;  
Ability to communicate effectively in both oral and written form;  
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Planning, Community Development, Urban Studies or Resource Development AND two (2) years of experience administering a revolving loan fund or in the preparation and administration of tax increment financing plans.

Established: September 18, 2002

  
Human Resources Director