

TRANSACTIONS SUPERVISOR

GENERAL STATEMENT OF DUTIES: Performs professional duties involving land disposition and acquisition transactions for both commercial and residential property for the Land Reutilization Council; supervises technical and clerical staff; 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; Supervises technical and clerical staff involved in transactions and rehabilitation activities;

Reviews assignment progress and output of subordinate staff;

Oversees side lot acquisition transactions;

Underwrites industrial, residential, and commercial loan fund transactions;

Administers and collects for the revolving loan fund of the Land Bank Authority and the Brownfield Re-development Authority;

Serves as Transactions liaison with the Brownfield Re-development Authority including staffing meetings, setting agenda items, issuing bonds, and overseeing environmental analysis;

Attends and participates in meetings with various community and government groups on Community Development and other matters;

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 supervise technical and clerical staff;

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 four (4) years of experience administering a revolving loan fund or in the preparation and administration of tax increment financing plans.

Established: February 17, 2004


Human Resources Director