



Director of Property Management

This staff person is responsible for overseeing the management of the Land Bank's growing real estate portfolio. This includes the selection and management of contractors – namely ensuring their compliance with the Land Bank's standard operating procedures and policies pertaining to property management – and the management of these service contracts. As the organization grows this staff person may assume responsibility for oversight of additional Land Bank staff. Currently, the Land Bank utilizes contractors for day-to-day property maintenance, stabilization of deteriorated properties, demolition and deconstruction, management of occupied properties, and services performed at acquisition including conditions evaluations and securing the property. This person will be the Land Bank's lead staff person "in the field" managing an expanding real estate inventory. The position requires some knowledge of building systems and property maintenance concerns, but is primarily a management position. Job responsibilities are described below in more detail.

Responsibilities

1. Ensure that Land Bank owned properties are maintained in a manner that is consistent with our operating procedures and the Land Bank's mission. Periodically evaluate the GSPDC's standard operating procedures related to the intake, evaluation, and maintenance of properties to ensure these procedures are appropriate and cost-effective (see 2e below).
2. Oversee performance of all subcontractors involved in the maintenance and management of the Land Bank's real estate portfolio. These services include but are not limited to building conditions evaluations, periodic inspections, management of occupied properties, property intake (board-up, re-key, clean-up, utility shut-off, etc.), ongoing maintenance, and stabilization services.
 - a. Monitor for compliance with service contracts and adopted policies and procedures distributed to Land Bank contractors
 - b. Maintain on file all insurance certificates and endorsements required of subcontractors
 - c. Monitor the condition of properties and assess the reasonableness and necessity of repairs and stabilization work proposed and performed by the Land Bank's contractors
 - d. Monitor contractors' billing for services and verify the quality and completeness of work prior to payment
 - e. Monitor overall expenses associated with our real estate portfolio as it relates to the budget and work with the Executive Director to identify opportunities to reduce the organization's operating costs
 - f. Appropriately direct ad-hoc maintenance issues observed in the field and/or called in by Codes/Fire/Police or neighbors to relevant contractor and monitor job completion
 - g. Work with the Executive Director at contract renewal to evaluate the form and content of service contracts and determine the most productive strategies for the Land Bank to bid out services
 - h. Other tasks as needed
3. Draft Requests for Proposals and manage competitive bid processes in compliance with the GSPDC's Procurement Policy for services requiring frequent procurements, such as clean-outs and stabilization work.
4. Oversee the land bank's demolition/deconstruction program. We anticipate that day-to-day management of this program will be sub-contracted to a construction manager, but this staff-person will work with the Executive Director to bid out that management role and define the scope of services sought to manage this program and together staff, will identify the demolition candidates to be addressed each year as funding is available. The Director of Property Management will manage this contract and provide Land Bank oversight to the program.

5. Act as the primary point of contact with Codes, Fire, and Police regarding maintenance issues at Land Bank properties.
6. Conduct post-completion inspections when purchasers have completed renovations and are seeking discharge of the Land Bank's "enforcement mortgage."
7. Visit and evaluate properties being offered to the Land Bank via donation.
8. Use your familiarity with the condition of land bank properties to assist the Executive Director and planning staff in strategic allocation of resources for stabilization, renovation, and demolition/deconstruction.
9. Other duties, as assigned.

Desired Qualifications

- Bachelors' degree or higher
- Five years of management experience including oversight of subcontractors and/or employees, contract management and, and management of a budget
- Basic understanding of building systems and property maintenance concerns (in order to supervise contractors responsible for maintenance, security, weatherization, etc.)
- Familiarity with local building codes and an ability to work closely with Code Enforcement and Building Permit officials
- Ability to multi-task and manage an array of ongoing projects that include dependent, sequential tasks and to standardize these tasks
- Interest in working with challenging properties in distressed neighborhoods for a mission-driven organization designed to serve the public interest and support neighborhood revitalization
- Comfort working cooperatively with others in a collaborative environment
- Comfort with Microsoft Office Suite, email, and basic computing for data entry in the Land Bank's property management database
- Valid NYS driver's license or, if presently living in another state, a valid driver's license from that state and the ability and willingness to obtain a NYS license
- Ability and willingness to use your own reliable vehicle for work-related travel to Land Bank owned properties and potential acquisitions throughout Onondaga County. Mileage reimbursement is paid monthly at the current IRS rate.
- Must reside in or be willing to move to Onondaga County

Compensation

Salary will range from \$50,000-\$65,000 depending on experience. The Greater Syracuse Land Bank offers a competitive benefits package including matching contributions to a 401k retirement account in addition to health, vision, and dental insurance.

Submission Requirements

All applicants should submit a résumé, detailed cover letter, and two references to Katelyn Wright, Executive Director, **by 12:00 PM (noon) on Friday, December 19**. Projected start date: Jan 20, 2015.

Submissions and inquiries about this position can be emailed to info@syracuselandbank.org.

Mailed and hand-delivered submissions can be sent to:

Attn: Katelyn Wright
Greater Syracuse Land Bank
333 W. Washington Street, Suite 130
Syracuse, NY 13202