



Community Planner Position Announcement

The Genesee County Land Bank Authority (GCLBA) seeks to hire a Community Planner to coordinate community-based maintenance programs and use mapping and data analysis to support GCLBA decision-making and gather and provide access to land use data. The Community Planner will be part of the GCLBA's Planning and Neighborhood Revitalization Team and will report directly to the Department's Director.

The Genesee County Land Bank Authority is a government body formed in 2004 to take advantage of state legislative changes granting communities with access to tools to return tax foreclosed properties to productive use. The Land Bank works closely with community partners to eliminate blight, demolish dangerous structures, clean and green vacant lots, renovate houses for sale and rent, and provide affordable housing rentals and sales.

Details on the job responsibilities, desired characteristics, requirements and compensation are provided below. For additional information about the Genesee County Land Bank go to: www.thelandbank.org.

RESPONSIBILITIES:

1) Community-Based Maintenance

Manage the internal operations of the Genesee County Land Bank's Clean & Green program, which supports nearly 60 innovative community groups in cleaning, greening, and beautifying more than 4,000 vacant properties in Flint and Genesee County. Duties include:

- Setting and executing annual action plans and policies in conjunction with the Planning & Neighborhood Revitalization Team
- Supporting the Community Outreach Coordinator in engaging with the community-based groups that participate in the program
- Managing an annual operating budget of more than \$500,000
- Purchasing supplies and materials
- Organizing at least four events attended by more than 150 Flint residents and community members
- Conducting in-field assessments of maintenance on thousands of vacant properties in Flint and surrounding communities
- Recording and tracking program progress and outcomes
- Securing and sustaining ongoing operational funding for the program by completing grant requests and reports
- Collaborating with community partners to ensure that the program is connected and complimentary to community plans and initiatives

Facilitate the adoption and lease of vacant properties to ensure property maintenance under the GCLBA's Lots Available Program. Duties include:

- Review and approve lease and adoption agreements
- Manage AmeriCorps or administrative staff responsible for application review and recommendations and agreement management
- Conduct an annual evaluation of all leased and adopted properties and cancel agreements as needed
- Ensure the database is updated with accurate information regarding agreements

2) Mapping, Data Analysis, and Public Access to Property Information

Manage the Flint Property Portal, a website that gives and receives property information to and from the public, on behalf of the Land Bank. Duties include:

- Maintaining datasets that drive the website
- Ensuring that the website presents information to the public in a manner that is consistent with the plans and policies of the Genesee County Land Bank Authority
- Supporting Genesee County Land Bank staff in utilizing the website for internal purposes
- Collaborating with the City of Flint in operating the website on an ongoing basis

Use GIS mapping and data analysis to support GCLBA operations. Duties include:

- Produce GIS maps and property lists to better inform decisions around sales, redevelopment, vacant land re-use, property maintenance and demolition.
- Assist with requests for grant requests by using a wide range of data to create maps demonstrating the need and justification for funding and provide a graphic depiction of proposed interventions.
- Use data and mapping to assist with program evaluation and program operation.

Assist the GCLBA with a transition to a new database

- Conduct research on property management database options
- Help facilitate the process of migrating to a new database

Additional duties as requested.

REQUIREMENTS/QUALIFICATIONS:

- At least a Bachelor's Degree in urban planning, public policy, or a related field and two (2) years' work experience relevant to job description.
- Proficiency in modern computer software including Arc GIS and Windows 7 Microsoft Office suite.
- Excellent organizational skills and exceptional attention to detail is a must.
- Applicants will be tested for proficiency with Arc GIS and Microsoft Office Suite software, especially Excel.

- Understanding of and experience working with Access 2010 and/or similar data management systems preferred
- Experience in engaging with Flint residents and community-based groups to positively change Flint neighborhoods
- An understanding of community development plans and programs in Flint, including the *Imagine Flint Master Plan for a Sustainable Flint* and the *Beyond Blight: City of Flint Comprehensive Blight Elimination Framework*
- An understanding of the history, mission, and efforts of the Genesee County Land Bank Authority
- An understanding of property conditions in Flint

DESIRED CHARACTERISTICS:

- Strong organizational skills
- Strong written and verbal communication skills
- Strong data management, analysis and problem solving skills
- Demonstrated capacity to work well with diverse populations
- Willing to perform a variety of tasks including data entry and file management
- Work at a high level of intensity

TERM OF EMPLOYMENT AND COMPENSATION:

This is a full-time, grant funded position that begins in January, 2017.

The salary for the position is \$42,300, for the first year and will increase to \$44,650 the second year, and \$47,000 in the third year. The position includes health, dental and vision insurance and match contributions to a retirement savings plan.

CONTACT:

Please send resume and letter of interest by February 3, 2016 at 4:00 pm EST

By mail:

Christina Kelly
Director, Planning and Neighborhood Revitalization
Genesee County Land Bank
452 S. Saginaw Street, Second Floor
Flint, MI 48502

By email:

To: ckelly@thelandbank.org
Attn: Community Planner Position