

Deputy Director

Wayne County Regional Land Bank Corporation

The Wayne County Regional Land Bank Corporation is looking for a vibrant, experienced, engaged, talented, and accomplished professional to serve as the Deputy Director.

The Deputy Director is responsible to the Executive Director and the Board of Directors for the management and operation of the WCRLB.

The ideal candidate will be:

- Energetic
- Knowledgeable
- Politically astute
- Visionary Leader
- Accomplished Manager
- Effective Communicator
- Comfortable engaging with public and private sector partners, including elected officials and municipalities and politicians

The Deputy Director is a public-facing and accountable leader who assists the Executive Director with the development and execution of the WCRLB's work plan, protects its assets and ensures compliance with grantor, federal, state and local regulations.

The WCRLB was created in 2018 and began active operation in 2019. Significant accomplishments have been realized in removing blight across Wayne County. The Deputy Director will be expected work with the Executive Director to build on our foundation to creatively develop and implement strategies to enhance and invigorate the WCRLB's role as a catalyst for positive change in Wayne County.

The WCRLB owns and manages an inventory of property in a wide range of conditions. Our efforts are to transform our inventory and to showcase successful activities that can be replicated to improve the quality of life in Wayne County.

Education

Associates Degree Required. Advanced degrees preferred.

Experience

Candidates must demonstrate experience in the following areas:

- Engaging with elected and other public officials in an employment situation
- Working with private sector partners and vendors
- Effective organizational Leadership
- Public sector procurement and contract writing
- Management acumen

- Creating and accomplishing goals
- Communication – strong written and verbal communication skills
- Compliance – Including responsibility for assurance of compliance with appropriate federal, State, or institutional policies and regulations
- Finance and budget - Experience assisting with the development and management of organizational budgets
- Personnel – Experience supervising staff
- Collaborating with diverse departments, organizations, agencies, or individuals to accomplish a common goal.
- Computer proficiency with Microsoft Word and Excel.

In addition, preferred experience will include:

- Creating organizational vision
- Property Demolition
- Real Estate transactions
- Project management
- Brownfield and environmentally challenged real estate
- QuickBooks and web design
- Knowledge of community planning and development, including issues related to blight, foreclosure, housing, code enforcement, and poverty.
- Grant writing and management
- Collaborating with diverse departments, organizations, agencies, or individuals to accomplish a common goal
- Not-for-profit experience
- Working relationship with or for Wayne County Administration

Travel

The position does require extensive local travel. From time to time, it may be necessary to attend conferences, trainings and other events to acquire and maintain proficiency or professional and organizational relationships to advance WCRLB goals and priorities.

Successful applicant must possess a valid New York State Operator's Driver's license at the time of appointment, and maintenance of such license throughout the tenure of employment

The Land Bank pays the IRS rate for work related mileage.

Residency

The position requires Wayne County Residency

Work Environment

In general, the WCRLB maintains regular daytime hours, but the Deputy Director must remain flexible to attend to duties, attend meetings or present beyond the regular work day or on weekends.

Typical Activities

Assist the Executive Director with the following activities and perform these activities in the absence of the Executive Director:

- Act as the face of the WCRLB to build and maintain positive and productive relationships with Wayne County administration and officials, Towns and Villages, NYS agencies, collaborating non-profit organizations and foundations, community-based groups and other entities as appropriate
- Maintain open communication with the Board of Directors and present updates at Board Meetings as appropriate
- Preparation for monthly Board of Directors meetings, County Finance Committee meetings, and other meetings as needed.
- Oversee project implementation, including coordination and oversight of consultants, engineers and contractors working on multiple sites and projects at any given time
- Coordinate the distribution of information to the public (website, emails, newspapers, etc.)
- Oversee fundraising and stay current on grants, programs and other opportunities to raise revenue to support WCRLB operations
- Build industry relationships and partnerships to further the organization's mission
- Plan for strategic acquisition, disposition, and "banking" of property in collaboration with municipalities
- Plan and Budget for the purchase, management, maintenance, improvement, demolition and marketing of the WCRLB real property inventory
- Assist the Board of Directors in the development and implementation of current and long-range goals and objectives
- Establish and implement plans to achieve organizational goals and objectives
- Assist the Board of Directors in the review, development and implementation of appropriate policies and procedures
- Investigate target properties for acquisition consistent with the goals and policies of the WCRLB, including distressed properties, tax delinquent properties, foreclosed properties and other properties as appropriate
- Report monthly to the County Board of Supervisors Finance Committee
- Collaborate with County administration and Town and Village leaders in support of the Land Bank's goals and objectives
- Collaborate with other New York State land banks, the New York State Land Bank Association, New York State Agencies, affiliated organizations and elected officials in support of the WCRLB's mission, goals and objectives.
- Administer Land Bank procurement, which includes:
 - o Development of Requests for Proposals (RFP) for professional services, demolitions, construction, and other Land Bank projects.
 - o Writing and administering contracts with all vendors and service providers
- Perform and/or oversee all accounting and financial functions
- Prepare the WCRLB's annual report, including project summary, goal attainment, updates, finances, and other administrative activities.

- Oversee professional service contracts, including, but not limited to, legal services, payroll services, accounting and audit services, engineering services, property management and property marketing services.
- Oversee real estate transactions and leases
- Apply for and effectively manage appropriate grant opportunities
- Ensure compliance related to all aspects grant management
- Ensure compliance with New York State Public Authorities Accountability requirements
- Provide staff support to the Board of Directors
- Other appropriate duties to assist the Executive Director and the Board of Directors

Salary and Benefits

- Salary will be commensurate with experience, with the range beginning at \$65,000.
- 401(k) retirement savings plan – 100% match on the first 6% of contributions with 100% vesting.
Note, this position is NOT eligible for the New York State Retirement system.
- Access to the Wayne County Health Insurance program which includes 2 options.
- Paid package, including vacation, sick and holidays.
- Schedule flexibility
- Term Life Insurance at 2.5X annual salary

Candidates considered for employment are subject to credit and other employment reference checks.

The Wayne County Regional Land Bank is an Equal Opportunity Employer.

If you are interested in being considered for this position, please forward a current resume, cover letter and at least 3 written professional references that explain and verify your ability and experience as it relates to the expectations noted above.

Forward employment application material to:

Dr. Mark Humbert

Executive Director, Wayne County Regional Land Bank Corporation

16 William St

Lyons, NY 14489

director@waynecountylandbankny.com