

## INGHAM COUNTY

### **BROWNFIELD COORDINATOR – Brownfield Authority and Land Bank Authority (*Treasurer's Office*)**

#### **General Summary:**

Under general direction, maintains accurate financial and development records for all parcels in the Brownfield Plans, Land Bank projects and assists in planning and renovation of development sites. Activities include; documenting all actions, cost accounting, manage accounts payable and invoices for the Land Bank and Brownfield projects, assisting with administrative processes of Brownfield redevelopment and Land Bank planning and responding to requests for information from public project participants and participating municipalities.

#### **Essential Functions:**

1. Maintain accurate records for all properties and prepare regular reports and financial statements. This includes parcel by parcel cost accounting, cash flow projections and tax capture settlements.
2. Coordinate information with local authorities. This should be both unique to the potential of the combined Land Bank/Brownfield tools and the larger picture of revitalization in the surrounding area. Analyzing legislation, using economic development tools and local land use and planning require a high degree of critical thinking skills.
3. Assist in planning and organizing work, reviewing work of vendors and other administrative functions as directed by the Brownfield Redevelopment Authority Administrator, Chairman of the Ingham County Land Bank or the Executive Director of the Ingham County Land Bank
4. As required physically visits and inspects properties throughout the County. Requires a valid motor vehicle operator's license, reliable transportation, and ability to traverse uneven terrain, construction sites and dilapidated structures.
5. Assist with administrative processes and reporting documents of Brownfield redevelopment and Land Bank planning.
6. Perform other duties as assigned.

#### **Other Functions:**

7. May be called to attend meetings and community gatherings.

*An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)*

### **Employment Qualifications**

**Education:** Bachelor's Degree in business, public administration or economic development related desired. A minor in accounting desired.

**Experience:** Some experience in generally accepted accounting procedures and/or economic development preferred.

**Other Requirements:** Valid Michigan Driver's license. Must have access to reliable transportation. Site inspections will be necessary. Must have ability to traverse difficult terrains, construction sites or dilapidated structures.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and access information from a computer.

Ability to access office files.

Walking over uneven terrain to various property sites throughout the County.

Climbing stairs, bending, stooping and kneeling in order to inspect and post property.

Ability to travel throughout the County.

### **Working Conditions:**

Travels to various property sites throughout the County.

Works outside in varying weather conditions.

Primary worksite at the Land Bank Authority office with a second location in the County

Brownfield Redevelopment Authorities office.