

Scope of Work for Executive Director Lake County Land Reutilization

The scope of the duties and responsibilities of the Executive Director of the Lake County Land Reutilization Corporation (LCLRC) shall be the overall operations of the LCLRC and will include, but not be limited to, the coordination, implementation, management and support of the LCLRC's acquisition, holding, disposition, and re/development of distressed properties. Specifically:

1. INTAKE AND ASSESSMENT

- Create and administer protocols for evaluating the intake of properties from REO and non-foreclosure sources;
- Coordinate with municipalities and implement working relationships;
- Identify and manage specifications for property evaluations;
- Negotiate transfers with REOs and non-foreclosure property owners;
- Create and administer protocols for evaluating the intake of foreclosed properties and properties forfeited to the State of Ohio.

2. DEMOLITION

- Create and administer protocols for evaluating and qualifying demolition contractors;
- Maintain various city demolition and board-up specifications and permit requirements;
- Identify properties to be demolished;
- Manage all demolition contracts;
- Promote strategic planning and strategic demolition strategies in order to both reduce costs and achieve highest neighborhood impact.

3. FIELD SERVICES

- Create and administer protocols for evaluating and qualifying field services contractors;
- Maintain various city demolition and board-up specifications and permit requirements;
- Identify properties to be field serviced;
- Manage all field services contracts;
- Maintain extensive contact with field services contractors to make sure properties are expeditiously serviced and that all complaints are addressed in an expedited manner.

4. REHABILITATION OF PROPERTY

- Create and administer protocols for evaluating and qualifying rehab contractors;
- Work with cities to identify properties to be rehabbed;
- Oversee all rehab contracts whether internal to the LCLRC or transfers to qualified rehabbers;
- Negotiate terms, specifications and partnerships with rehabbers on terms desirable for rehabbers and the LCLRC;
- Identify and manage specifications for property evaluations and rehabber compliance;
- Act as general contractor in coordinating work done with contractors for repairs and improvements to occupied properties as needed

5. PLANNING AND DEVELOPMENT

- Evaluate LCLRC portfolio for development partnerships with other public or private developers, investors and owners;

- Develop and secure project financing through public or private sources;
 - Engage in land use planning, together with cities/townships/villages as necessary for strategic partnerships, and the creation of development revenue streams for the LCLRC;
 - Work with cities to identify high impact development projects in which the LCLRC can invest, lend or contribute and work with Community and County Planning Departments and/or other Regional Departments, and agencies on environmental land reclamation projects and partnerships.
- A. Oversee all financial functions including those necessary for auditing, budgeting, financial analysis, capital asset and property management in accordance with generally accepted accounting principles, board and LCLRC policies and procedures. Ensure timely financial reports are provided for board use.
 - B. Responsible for overseeing grants and contracts management including negotiating agreement terms that reflect the needs and goals of the LCLRC; coordinates with legal advisors to finalize agreement terms; monitors progress of agreements and maintain agreement documentation to ensure fulfillment of agreement terms including receipt and expenditure of funds.
 - C. Assist in the development of current and long-term organizational goals and objectives as well as policies and procedures for LCLRC operations. Establish plans to achieve goals set by the Board of Directors and implements policies accordingly.
 - D. Responsible for program development, implementation, and fundraising. Conduct community outreach, including the development of programs with municipalities, Community Development Corporations, county/state agencies and/or other entities.
 - E. Analyze and evaluate vendor services, particularly for insurance and management of LCLRC funds, to determine programs and providers that best meet the needs of LCLRC and makes recommendations to the Board, as appropriate; negotiate or oversee negotiation of services, terms and premiums and execute contracts with supply and service vendors, auditors and consultants.
 - F. Provide management and supervision of all programs developed for the LCLRC related to occupied properties and unoccupied properties that are suitable for alternative dispositions including renovation, rental, lease-option and land contract. Additionally, management services for all occupied properties such as lease negotiation and oversight of contractual services for custodial, security, maintenance and other related necessities. Develop programs responsive to the need of creatively putting vacant land to productive use. Such programs may include but shall not be limited to:
 - i. Sale/transfer of LCLRC property
 - ii. Demolition activities
 - iii. Grant-writing for the foregoing and other programs
 - iv. Greenhouse and green-space development
 - v. Recycling and deconstruction of demolition materials
 - vi. Side-yard lot splits
 - vii. Urban gardening, urban forestry and urban agriculture
 - viii. Workforce development and/or job training partnerships