



Executive Director Job Description

Summary

Under the direction of the Board of Directors, the executive director is responsible for overall management and operation of the Genesee County Land Bank Authority (GCLBA) and protection of the organization's financial assets while ensuring compliance with board directives and applicable grantor, federal and state requirements.

Essential Duties and Responsibilities

The executive director is responsible for overall operations for GCLBA, a public corporation who manages the disposition of the tax reverted properties. The incumbent also:

- Oversees all accounting functions including those necessary for auditing, budgeting, financial analysis, capital asset and property management and payroll in accordance with generally accepted accounting principles, board and GCLBA policies and procedures, and all other applicable rules and guidelines.
- Handles all aspects of human resource management for approximately 15 employees and contracted consultants including but not limited to hiring and termination, developing position descriptions, setting compensation, and applying board-approved employee policies and benefits in accordance with federal and state requirements; regularly supervises GCLBA administrative staff.
- Is responsible for grants and contracts management including negotiating agreement terms that reflect the needs of GCLBA; coordinates with legal advisors to finalize agreement terms; monitors progress of agreements and maintains agreement documentation to ensure fulfillment of agreement terms including receipt and expenditure of funds.
- Assists in the development of current and long-term organizational goals and objectives as well as policies and procedures for GCLBA operations. Establishes plans to achieve goals set by the Board of Directors and implements policies, subject to approval by the Board of Directors.

- Works closely with staff members to ensure they are provided with appropriate support systems and responsive, quality service in the areas of sales, property management, planning, project accounting, human resources, purchasing and related administrative functions.
- Analyzes and evaluates vendor services, particularly for insurance, employee benefits and management of GCLBA funds, to determine programs and providers that best meets the needs of GCLBA and makes recommendations to the Board, as appropriate; negotiates services, terms and premiums and executes contracts with benefit plan providers, supply and service vendors, auditors and consultants; manages payroll and benefits programs.

Education and/or Experience

Bachelor's degree required in business administration, community development, public administration, urban planning or other related field. Master's degree preferred. The executive director must possess at least five years experience in business, non-profit operational and financial management, or related areas.

Knowledge, skills and abilities

- Knowledge of leadership and management principles
- Knowledge of current community challenges and opportunities relating to the mission of the organization
- Knowledge of human resources management
- Knowledge of financial management
- Knowledge of project management

Proficiency in the use of computers for:

- Word processing
- Excel
- E-mail
- Internet

Travel

The executive director must be able to travel to attend conferences, training and other events as required to acquire and maintain proficiency in fulfilling the responsibilities of the position.