



POSITION ANNOUNCEMENT
Genesee County Land Bank Authority
An Equal Opportunity Employer

Position Title:

Transaction Supervisor

Opening Period:

January 2, 2026, to January 9, 2026

Salary Range:

Commensurate with Experience

Contact:

Alexandria Riley, Sales & Development Director
452 S. Saginaw St. Second Floor
Flint, MI 48502
ariley@thelandbank.org

About the Land Bank:

The Genesee County Land Bank Authority (GCLBA) is driven by its mission, “to restore value to the community by acquiring, developing and selling vacant and abandoned properties in cooperation with stakeholders who value responsible land ownership.” We do this by developing, managing, and implementing redevelopment programs that encourage investment and strengthen the communities we serve.

Responsibilities:

Under the direction of the Sales & Development Director, the Transaction Supervisor will perform the following functions –

- Transaction Compliance & Oversight – Manage transaction processing operations and assist in the supervision of staff to ensure accurate, compliant execution of residential, commercial, vacant land, and land contract sales, handling complex document preparation, applicant vetting, closing coordination, recordings, and database management while supporting the Sales & Development Director’s strategic revenue growth and community impact initiatives
- Document Processing & Closing Coordination – Process and prepare closing documents, including residential, commercial, and vacant land deeds (NSP1/2, HHF, MBEF, CDBG, ARPA), disclosures, addendums, and land contracts, ensuring accurate legal descriptions, buyer vetting, capture, and GCLBA policy requirements. Review files from processors, proof deeds, and land contracts for linked parcels, correct funding source documentation, and ensure compliance with program requirements. Assign files to appropriate closers (electronic, mail, in-person) and manage workflow from application through recording. Prepare and record quit claim deeds in fulfillment and settlements, process writs, affidavits, and corrective documents, managing all Register of Deeds recordings and monthly invoice reconciliations
- Commercial & Residential Parcel Sales Management – Vet applicants using sales checklists, verify eligibility documents, and compliance with program and GCLBA guidelines for disposition. Coordinate with interagency teams for pricing, cost estimates, property investment reports, schedule showings, and assist with the preparation of consent forms and offer packets. Review offers, verify budgets/timelines/funding, ensure Masterplan compliance, and prepare appropriate Board memos. Manage demo bond requirements, monitor completion and timelines, and coordinate with the COO. Prepare check requests for delinquent taxes, recording fees, and certification fees.
- Database Maintenance & Compliance - Maintain Sales database accuracy across all sales programs, update property disposition statuses, and generate property status and interest reports. Run weekly reports to track applications, identify workflow gaps, and ensure all file compliance. Coordinate with inspectors on occupancy and condition statuses.
- Interagency Collaboration & Support – Assist in supervising document processors and sales team members to maintain quality standards and efficient workflows across all transaction types. Collaborate with

demolition, finance, administration, legal, municipal, and county partners on property investments, compliance issues, and policy implementation. Assist in updating staff on training procedures, funding source requirements, and system operations. Support the Sales & Development Director in maintaining operational efficiency and excellence.

Qualifications:

- High school diploma required. Baccalaureate degree from an accredited college or university, and/or 7+ years of work experience in a relevant field preferred
- Excellent negotiation, communication, and good interpersonal skills; Ability to navigate complex decision-making involving multiple stakeholder groups; great judgment and effective and creative leadership ability
- Ability to work independently and within a fast-paced environment, as well as thrive in a collaborative and supportive team environment. Self-starter who positively contributes to a learning culture and collaborative team and is willing to perform the full range of tasks in a dynamic and responsive organization
- Ability to quickly absorb complex technical documents and brief the Sales & Development Director and Executive Director. Attention to detail and excellent organization skills
- Ability to establish productive and collaborative relationships with all levels of staff, inside and outside of Genesee County, and other governmental and non-governmental agencies and real estate offices
- Ability to take initiative, problem solve, prioritize duties, and balance competing priorities while paying close attention to detail, meeting deadlines, and working well under pressure. Persistence and a proactive, positive attitude
- Ability to work independently and collaboratively

To Apply:

Please send a copy of your resume, cover letter, and application to ariley@thelandbank.org.

The Genesee County Land Bank Authority is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

**** If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job online as a result of your disability. You can request accommodations by contacting Human Resources at sstravato@thelandbank.org.*