



**POSITION ANNOUNCEMENT**  
**Genesee County Land Bank Authority**  
*An Equal Opportunity Employer*

**Position Title:** Demolition Program Manager

**Opening Period:** November 30, 2022 – December 16, 2022

**Wage/Benefits:** Salary, \$54,000 - \$62,000. Excellent benefits.

**Location:** Flint, MI - Combination of office and remote work during regular business hours

**Contact:** Christina Kelly, Director of Planning and Neighborhood Revitalization  
452 S. Saginaw St. Second Floor  
Flint, MI 48502  
[ckelly@thelandbank.org](mailto:ckelly@thelandbank.org)

**About the Land Bank:**

The Genesee County Land Bank Authority (GCLBA) is a governmental agency 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." Since forming in 2004, the Land Bank has acquired and repurposed thousands of properties in Genesee County through a variety of strategies. The Demolition Project Manager will support the GCLBA's Planning and Neighborhood Revitalization Team in its implementation of an aggressive blight elimination campaign. For more information about the program go to: [Demolition Funding - Genesee County Land Bank \(thelandbank.org\)](https://www.thelandbank.org/demolition-funding).

**Responsibilities:**

- Manage the pre-qualification and contractor procurement process for all aspects of the demolition program including preparing bids, bid tabulation and evaluation, contractor selection and contract preparation and execution.
- Guide and direct staff to support procurement, contracting, project management and grant compliance.
- Manage the schedule and workflow for demolition projects including inspections, utility disconnects, environmental surveys and reports, abatement, demolition, site restoration and contractor payment.
- Work with developers to customize work-flow management software to facilitate program management.
- Manage contractors and contracts, track and monitor progress and compliance and serve as the point of contact for contractors and provide problem solving support as needed.
- Act as a liaison between community members, contractors, regulators, and the Land Bank.
- Assist with contractor training and facilitate connections between contractors to subcontractors.
- Maintain organization of demolition program electronic files for contracts and procurement.



- Ensure that all contractors maintain up to date documentation to remain in compliance with contract requirements through the duration of the contract.
- Assist with tracking production and expenditures.
- Coordinate the review of contractor payment submittals and ensure that they include all required documentation prior to submitting to finance for payment processing.
- Help prepare for periodic audits.

### **Qualifications:**

- 3-5 years of experience with procurement, contract management, demolition, engineering, environmental consulting, project management and/or compliance.
- Bachelor's degree or equivalent with coursework and/or training in related fields.
- Master's degree and coursework in urban planning, public administration, environmental science, or construction management preferred.
- General knowledge of and experience working in urban planning, finance, environmental regulation and compliance, building construction and demolition.
- Comfort, knowledge, and experience using spreadsheets for managing complex work flows.
- Familiarity with the City of Flint.
- Ability to work in a challenging environment around vacant and abandoned buildings and communicate well with residents and contractors while providing information and avoiding and de-escalating conflict.
- Applicants should be self-motivated, creative, disciplined and exhibit a demonstrated interest in planning, demolition, environmental remediation, community engagement, and/or real estate.
- Desire to work for a public service agency.
- Ability to use Microsoft Office and associated software.
- Ability to effectively communicate, both orally and in writing, and maintain good public relations.
- Detail-oriented and highly organized.
- Ability to work independently and collaboratively.
- Experience with the following a plus:
  - Relational database building and management a plus.
  - Writing and implementing grants a plus.
  - Technical analysis of documents for compliance with local, state, and/or federal regulations.
  - Bookkeeping and accounting.

### **To Apply:**

Please send a copy of resume, cover letter and application to [jobs@thelandbank.org](mailto:jobs@thelandbank.org).

*The Genesee County Land Bank Authority is an at-will and 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 [HR@thelandbank.org](mailto:HR@thelandbank.org).*