

PROPERTY DEVELOPMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

The work involves providing expertise in the areas of property development to potential developers, municipal officials, and other interested parties and making recommendations to developers for potential site development. This position acts as a liaison with property management contractors to ensure that city-owned properties are presentable for showing to potential buyers. The incumbent is responsible for the keys to city-owned properties and shows the properties as needed. In conjunction with this, this position administers the City Property Auction. The incumbent also gives zoning advice to the Development Department, and assists the Planning and Zoning Boards. General supervision is received from a higher level administrator. Supervision may be exercised over subordinate clerical employees.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Prepares and maintains inventory of city-owned properties;
2. Prepares and maintains inventory of Economic Development Zone properties within the City;
3. Administers the City Property Auction, including ordering property inspections and advertising;
4. Coordinates bidding process on rehabilitation work, including advertising, developing bid specifications, and obtaining bids and responding to bidding questions from contractors;
5. Assists in determining need for possible zoning variances and makes recommendations to the department head or the appropriate governing board;
6. Assists in the investigations of complaints of zoning violations;
7. May issue orders to remedy violations and summonses when violations are not remedied;
8. Assists Planning and Zoning Boards with meeting preparation and reviews;
9. Researches records of various City departments, e.g. Tax Assessor, Building Department, Planning Department, to construct and maintain physical inventories and prepare various property reports;
10. Assists tenants of tax-deeded properties in efforts to relocate by providing zoning and building code information and facilitating permit reviews and approvals;
11. Maintains list of qualified contractors for housing rehabilitation projects;
12. Prepares maps and housing stock summary for the BJA areas;
13. Performs Section 8 inspections for the City's Section 8 Housing Assistance Program, Housing Rehabilitation Program, and First-time Homebuyer Program;
14. Performs residency verification inspections for First-Time Homebuyer Programs.

PROPERTY DEVELOPMENT SPECIALIST (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of city building code and zoning ordinance;
Good knowledge of inspection techniques;
Good knowledge of business English and arithmetic;
Working knowledge of city property uses, past and present;
Working knowledge of Section 8 inspection regulations;
Ability to establish and maintain cooperative relationships with building contractors and the general public;
Ability to communicate effectively both orally and in writing;
Ability to learn various software packages;
Ability to prepare written reports and maintain records;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

High school graduation or possession of a high school equivalency diploma **and**:

- EITHER: (A) Completion of two years (60 credit hours) at a regionally accredited or New York State registered college or university **and** one year of work experience which involved zoning activities, inspection work concerning buildings, contracting, or similar activities;
- OR: (B) Three (3) years of work experience which involved zoning activities, inspection work concerning buildings, contracting, or similar activities;
- OR: (C) Three (3) years of administrative experience for an organization or firm involved with the development or sale of real estate;
- OR: (D) An equivalent combination as indicated in (A), (B) or (C) above.

SPECIAL REQUIREMENT:

Possession of a valid driver's license.

HU4310

ADOPTED: 03/01/96

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