

BAY COUNTY LAND BANK AUTHORITY IS SEEKING A QUALIFIED INDEPENDENT CONTRACTOR CONSULTANT AS EXECUTIVE DIRECTOR

The Bay County Land Bank Authority (BCLBA) was created by the Bay County Board of Commissioners on August 11, 2009 via resolution no. 2009-144 pursuant to 2003 P.A. 258, MCL 124.773(4). The Authority is comprised of seven (7) members representing specific groups: Treasurer, County Executive, two members of the County Board of Commissioners, two representatives of local units of government selected by a majority of the County Board plus a general public representative. The role of the Land Bank Authority is to deal with unique property issues or to dispose of properties that may not sell at a public auction.

The BCLBA allows the Board of Directors to select a consultant or firm to be retained as Executive Director. An Executive Director selected and retained by the Board of Directors shall administer the BCLBA in accordance with the operating budget adopted by the Board of Directors, general policy guideline established by the Board of Directors, other applicable governmental procedures and policies, and the Intergovernmental Agreement, with the Michigan Land Bank Fast Track Authority. The Executive Director shall be responsible for the day to day operations of the Corporation, the control, management and oversight of the BCLBA function. All terms and conditions of the Executive Director's length of service shall be specified in a written Independent Contractor Agreement between the Executive Director and the Board of Directors, provided that the Executive Director shall serve at the pleasure of the Board of Directors.

The Executive Director position is not an employee of Bay County or the BCLBA this position reports directly to the BCLBA Board of Directors as an independent contractor consultant.

BACKGROUND ON BAY COUNTY LAND BANK

Mission

The mission of the BCLBA is to restore value to the community by acquiring, developing and selling vacant and abandoned properties. The Land Bank is a strategic economic tool for all of Bay County. The Land Bank's goals are:

- Stabilize neighborhoods,
- Eliminate blight,
- Increase property values,
- Create economic development opportunities, and
- Preserve neighborhood character.

Brief History

The Land Bank has met on an annual basis and has bought and sold two properties from the tax foreclosure process due to unique situations. At the request of the City of Bay City's management, the Land Bank has been meeting monthly for about a year to determine how the Land Bank can assist the City in its concerns about deteriorating properties within the City.

Current Situation

The Land Bank has been researching how other Land Banks in Michigan are being utilized to determine how best to improve Bay County communities. The Land Bank board has determined entering into a contract on an "as needed" basis with an individual or entity to serve as an Executive Director. The Land Bank has approved purchasing three properties and anticipates an additional 5 to 10 to be purchased from this year's auction. The increased activity is requiring the assistance of a contracted executive director.

Duties and Responsibilities of the Selected Firm or Individual:

Executive Duties:

1. Assists in the development of current and long-term organizational goals and objectives as well as policies and procedures for BCLBA operations. Establishes plans to achieve goals set by the Board of Directors and implements policies, subject to approval by the Board of Directors.
2. Contribute to strategic planning and development as a member of the executive team.
3. Coordinate with the Bay County Treasurer's Office and other County Departments as necessary.
4. Works directly with County and local units of government resolving issues pertaining to property.

Operational Duties:

1. Responsible for grants and contracts management including negotiating agreement terms that reflect the needs of BCLBA; 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.
2. Sales transactions, land contract and deed recording.
3. Preparing reports from records used by the Board.
4. Interacts with title companies and real estate agents.
5. Analyzes and evaluates vendor services and management of BCLBA funds, to determine programs and providers that best meets the needs of BCLBA and makes recommendation to the Board, as appropriate; negotiates services, terms and premiums with supply and service vendors, auditors and consultants after receiving appropriate approval from the Board;

Financial Duties:

1. Oversees all accounting functions including those necessary for auditing, budgeting, financial analysis, capital asset and property management in accordance with Generally Accepted Accounting Principles (GAAP), board and BCLBA policies and procedures, and all other applicable rules and guidelines.
2. Reporting and account as per regulatory and legal requirements including taxation, annual report and accounts.

3. Coordinate all fiscal responsibilities including vendor payments, receivables and deposits.
4. Develop and implement the Land Bank's annual budget process in conjunction with the Board of Directors.
5. Manage and control departmental expenditure within agreed budgets.
6. Ensure timely financial reports for management and/or Board use.

Qualification and Experience of the Selected Firm or Individual

Individuals Education and Experience:

1. Bachelor's degree in Business Administration, Community Development, Public Administration, Urban Planning or other related field. Master's Degree Preferred.
2. Minimum five (5) years' experience in business and financial management.
3. Knowledge of or experience in urban planning with emphasis on Land Bank development and implementation.

Knowledge, Skills and Abilities:

1. Knowledge of leadership and management principles.
2. Knowledge of current community challenges and opportunities relating to the mission of the organization.
3. Knowledge of financial management.
4. Knowledge of project management.
5. Direct experience working in various capacities in a Michigan Land Bank preferred.

Responses: Responses must be returned no later than 5:00 P.M., September 23, 2016. Responses shall be submitted to:

Rick Brzezinski
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