

**URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH**  
**on behalf of**  
**PITTSBURGH LAND BANK**

**POSITION: Pittsburgh Land Bank Program Coordinator**

**POSITION SUMMARY**

This position is for a Pittsburgh Land Bank Coordinator. This position reports to the Director, Pittsburgh Land Bank.

As a single-purpose entity, the Pittsburgh Land Bank [PLB] facilitates the transition of distressed real property into productive reuse, whether public use or private development. This is a full-time position, working with an organization which will own and manage an inventory of property in various conditions and in a wide range of market conditions. The PLB is governed by a nine-person Board of Directors consisting of appointed representatives from City and State government, technical experts, and community representatives.

This position is responsible for assisting the Director in carrying out the day-to-day functions of the organization, implementing the organization's policies and procedures, and strategic plan. S/he is responsible for providing a variety of operational, administrative, communications, information management, logistical, and clerical support services. This is an evolving organization and this individual should anticipate being assigned other duties, as needed, by the Director.

More information about the PLB can be found here: <http://www.pghlandbank.org>.

**ESSENTIAL FUNCTIONS**

- Oversee private contractors utilized by the Land Bank for day-to-day property maintenance, monitoring inventory and managing security measures, stabilization of deteriorated properties, and performance of conditions evaluations of properties
- Work with Director to refine the Land Bank's property intake and maintenance procedures and ensure consistency among various contractors and parties
- Manage acquisition and disposition processes
- Identify and collect data on parcels that are eligible for Land Bank acquisition
- Conduct research by collecting, analyzing, and presenting data
- Develop reports, presentations, correspondence, and program/project materials
- Organize, schedule, prepare for, and participate in meetings and events, and maintaining calendars
- Manage correspondence, including internal/external mail, telephone and voice messaging, and general telephone, email, and in-person inquiries regarding programs and services
- Organize, manage, and maintain files and other records
- Respond to staff and public inquiries concerning property information
- Coordinate with City of Pittsburgh's Departments of Finance, Law, and Budget to assess and evaluate parcels eligible for acquisition by the Land Bank through tax sale
- Provide quality customer service to internal and external stakeholders and the general public; including interfacing with property applicants to advance their application through the PLB disposition process
- Produce and manage various documents, including communications to clients
- Troubleshoot concerns of prospective purchasers and other stakeholders
- Coordinate and communicate with community-based stakeholders

- Maintain digital platforms, including property inventory, general website maintenance, and social media presence
- Track portfolio expenses
- Assist Director in building and strengthening relationships with various organizations committed to community redevelopment, resident involvement, etc.
- Assist in identification of best practices and development of new vacant property reuse initiatives
- Develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement
- Monitor the program activities on a regular basis and conduct an annual evaluation according to the program evaluation framework
- Report evaluation findings to the Director and recommend changes to enhance the program, as appropriate
- Perform other duties as assigned

### **ORGANIZATIONAL STRUCTURE**

- The Coordinator is an employee of the Urban Redevelopment Authority [URA], under contract full time to the Pittsburgh Land Bank.
- The PLB Coordinator and PLB Director are staff under the Director of Real Estate at the URA and report to the URA.
- S/he works with the PLB Director, under direction of the PLB Board, to deploy the work plan and day-to-day operations of the Pittsburgh Land Bank.

### **QUALIFICATIONS**

- High school diploma or GED is required. Bachelor's degree and relevant experience are preferred. A combination of relevant education and experience in planning, real estate development, or related field may be considered.
- Interest in working with challenging properties in distressed neighborhoods for a mission-driven organization
- Attention to detail, good organizational and record-keeping skills, and ability to develop and implement operating systems that ensure consistency
- Willingness and ability to travel throughout the City of Pittsburgh
- Positive, honest, creative, and energetic attitude
- Ability to work independently, track time, and complete tasks within expected time frames
- Attention to detail, ability to multi-task, highly organized
- Familiarity with geographic areas served; knowledge of Land Bank properties/market
- Comfortable working with others in a collaborative environment
- Interest in housing, community development, real estate development, or planning
- Display a strong work ethic and interest in the organization's mission
- Comfortable with Microsoft Office Suite, email, and basic computing for data entry
- **City residency is a condition of employment**

**SALARY: \$52,500**

**The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual orientation, gender identity, gender expression, political, and/or union affiliation.**

**AN APPLICANT MUST BE A CITY OF PITTSBURGH RESIDENT, OR BECOME ONE AS A CONDITION OF EMPLOYMENT AT THE URA.**

Please email resume and letter of interest to:

Columbus C. Brooks, GCDF  
Director of Human Resources  
Urban Redevelopment Authority of Pittsburgh  
200 Ross Street, 12<sup>th</sup> Floor  
Pittsburgh, PA 15219  
Phone: 412-255-6655; Fax: 412-255-6617  
Email: [cbrooks@ura.org](mailto:cbrooks@ura.org)