



Cuyahoga County Land Reutilization Corp.
323 W. Lakeside Avenue, Suite 160 Cleveland, Ohio 44113
Tel (216) 698-8853 Fax (216) 698-8972

Cuyahoga County Land Reutilization Corporation (CCLRC) Director of Community Stabilization Job Posting

Supervising a current staff of ten, and reporting to the Chief Operating Officer (COO), the Director of Community Stabilization is responsible for the initial assessment of CCLRC acquired property in order to determine their future disposition and is responsible for all aspects of the environmental remediation and demolition of properties that are deemed impossible to renovate in a cost-effective manner, or are part of a redevelopment project.

Job Related Duties and Responsibilities:

- Create and administer protocols for evaluating and qualifying contractors needed to undertake the various aspects of the demolition process, including but not limited to environmental consultants, asbestos survey providers, environmental remediation companies, and demolition contractors.
- Undertake an ongoing effort to identify and engage qualified contractors to perform the various aspects of the demolition process.
- Create and administer the selection process used to contract for all needed demolition related services, including all competitive bidding processes dictated by the CCLRC's policies and procedures.
- Work with the different regulatory entities that administer environmental and other legal requirements, and ensure that all such requirements are satisfied;
- Supervise a staff made up of Contract Support Staff, Demolition Spec Writers, Demolition Inspectors, Environmental Specialists, Financial Analysts, and other positions as needed.
- Maintain various municipal demolition and board-up specifications and permit requirements;
- Work with CCLRC staff and city officials to coordinate the identification of properties to be demolished;
- Along with the Director of Finance, be responsible for the establishment and implementation of all contract awards, invoicing, and payment approvals for all required work.
- Promote strategic planning and strategic demolition strategies both to reduce costs and to achieve highest neighborhood impact.
- Produce reports for the COO for the COO to gauge production standards.
- Supervise field personal to maintain quality control of demotion work, environmental compliance, site finishes and repairs.
- Maintain current vendor insurance certificates, licensing, and qualifications.
- Follow-up, manage and interact with COO and legal department relative to addressing legal claims and damages.

Special Knowledge/Skills Requirements:

Ability to work well under pressure; outstanding organizational, management and communication skills; strong attention to detail; good judgment, strong decision-making instincts; ability to function autonomously, yet effective as a member of a coordinated team; excellent proofreading/editing skills; excellent supervisory skills; familiarity with diplomatic and community-based protocol, a plus.

Education and Experience:

Master's Degree in business, urban planning and/or public/private financing. Experience in public and private procurements; contract management, city planning, environmental regulation, or equivalent training or experience.

Compensation: \$85,000 to \$105,000 annually, commensurate with experience.

Good Benefits.

Send resume to:

William Whitney
bwhitney@cuyahogalandbank.org, or
323 W. Lakeside Ave, Suite 160, Cleveland, Ohio 44113

Resumes must be received by close of business, Friday, December 8, 2017

No phone calls please

The Cuyahoga County Land Reutilization Corporation is an
Equal Opportunity Employer.