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CITY OF UTICA

URBAN RENEWAL AGENCY

JOB DESCRIPTION

SALES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This position exists within the City of Utica's Urban Renewal Agency and involves responsibility for the management and coordination of activities dealing with the sale of properties through the Agency. The work is performed under the direction of the Mayor, as Chairman of the Agency, and the Commissioner of Urban and Economic Development, as Executive Director of the Agency, with wide leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision may be exercised over the work of subordinate personnel. The incumbent does related work as required.

This position is an at-will position. In that capacity, the incumbent serves at the pleasure of the Mayor and the Board of Directors of the Utica Urban Renewal Agency.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Oversees and manages the sale of properties available to both public and private entities through the Agency;
- Works in close coordination with the Agency's Director of Marketing to advertise available properties within the Agency's inventory through a variety of means and methods;
- Provides assistance to the Agency's legal counsel on any and all property transactions, as needed;
- Works cooperatively with the Agency's Director of Marketing in performing the initial inspection and evaluation of properties acquired by the City through tax foreclosure or donation;
- Works cooperatively with the Agency's Director of Marketing in identifying rehabilitation needs and minimum sale prices for individual properties;
- Works cooperatively with the Agency's Director of Marketing in coordinating efforts to secure, maintain, repair or improve Agency properties with other City departments and agencies when necessary;
- Assists potential bidders through the bidding process, including ascertaining the site requirements of individual bidders, matching site requirements of individual bidders to available Agency inventory, conducting walk-throughs of available Agency inventory and assisting individual bidders in the preparation and submission of acceptable bids;
- Represents the Agency and maintains top level contact with governmental officials, representatives of industry and community leaders regarding Agency activities;
- Maintains contacts with other City department heads regarding coordination of Agency properties, projects, funding, and budgetary considerations;

- Prepares a variety of records and reports;
- Keeps abreast of City, State, Federal programs, rules, regulations, and policies regarding this Agency;
- Performs a variety of related duties as necessary.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the City's tax foreclosure process; good knowledge of real estate sales techniques and the local real estate market; good knowledge of legal aspects of real estate transactions; ability to make rational and professional decisions; ability to speak before groups of people; ability to prepare records and reports; ability to read and interpret complex written material; ability to communicate effectively both orally and in writing; ability to establish and maintain effective relationships with City department heads and City employees; ability to secure the cooperation of others; mental alertness; resourcefulness; good judgment; neatness; accuracy; initiative; tact and courtesy in dealing with fellow employees and the general public. Physical condition commensurate with the demands of the position (i.e., ability to lift 25 to 50 pounds, ability to climb stairs, etc.). A valid NYS Driver License is also required.

MINIMUM QUALIFICATIONS, INCLUDING SPECIAL REQUIREMENTS:

(A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in business, accounting, management, finance, or a closely related field and two (2) years of experience in municipal government, not-for-profit operation/ management or real estate; OR

(B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in municipal government, not-for-profit operation/management or real estate; OR

(C) An equivalent combination of experience and training as defined by the limits of (A) and (B) above

Starting annual salary for this position is \$38,500.

While residency in the City of Utica is not a requirement, preference will be given to candidates that currently reside in the City of Utica. Preference will also be given to multilingual candidates, particularly those who speak Spanish.

Resumes shall be sent directly to:

Utica Urban Renewal Agency
Attn: Mr. Brian Thomas, AICP – Executive Director
Utica City Hall
1 Kennedy Plaza
Utica, New York 13502
bthomas@cityofutica.com