

## **NEIGHBORHOOD STABILIZATION COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general supervision of the Director of the Department of Buildings & Regulatory Compliance or their designee, the incumbent will actively enter the field to assess the City's vacant buildings stock and organize this information in a new vacant building registry. The incumbent will also be expected to develop new systems and processes to make the City's approach to vacant building management more effective and efficient. In doing so, the incumbent will be called upon to work closely with stakeholders inside and out of the City government and exercise a great deal of independent judgment. Supervision of others is not normally a responsibility of this class.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Monitors, records, and evaluates vacant buildings in the City;
- Researches ownership information of vacant or abandoned building owners;
- Facilitates a task force made up of various City departmental representatives to develop a comprehensive, city-wide approach to vacant buildings;
- Works closely with the various City department representatives, and others, including members of the public;
- Provides vacant building owners with information on resources available through New York State to address abandoned properties;
- Evaluates and improves upon the existing Vacant Building Registry;
- Evaluates and improves upon the City's approach to vacant buildings;
- Oversees and advises city officials in the City of Albany's implementation of the Neighborhood Stabilization Act
- Attends community meetings to discuss vacant buildings and the needs of City neighborhoods
- Works with Corporation Counsel to attend and provide testimony at code enforcement proceedings;
- Develops a catalogue of actors within the City who are involved with vacant buildings;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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

- Working knowledge of law and/or urban management and/or city planning;
- Working knowledge of personal computers and office equipment;
- Ability to self-manage and think creatively about work processes;
- Ability to express ideas clearly in oral and written form;
- Ability to organize and maintain accurate records and files;
- Ability to establish and maintain effective working relationships with city officials and members of the public;
- Good communications skills;

- Good judgment;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from an accredited college with a post-graduate degree in law, city planning, regional management, environmental planning, geography, or urban management; **OR**
- B. Graduation from an accredited college with a Bachelor's Degree in law, city planning, regional management, environmental planning, geography, or urban management and three (3) years of experience working in the areas of law, city planning, regional management, environmental planning, geography, or urban management; **OR**
- C. Graduation from an accredited college with a Bachelor's Degree (or higher) and six (6) years of experience working in the areas of law, city planning, regional management, environmental planning, geography, or urban management; **OR**
- D. Graduation from a regionally accredited or NYS registered college or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and eight (8) years of experience working in the areas of law, city planning, regional management, environmental planning, geography, or urban management; **OR**
- E. Graduation from high school or possession of an equivalency diploma and ten (10) years of experience working in the areas of law, city planning, regional management, environmental planning, geography, or urban management.

**SPECIAL REQUIREMENTS:**

- A valid NYS Driver's License is required at the time of appointment and for the duration of employment.
- The terms of employment require the use of an employee's personal vehicle for transportation.