

Council Bill/General Ordinance No. 3006-2022

Sponsor: _____

AN ORDINANCE

AMENDING Chapter 24, "PERSONNEL," of the Moline Code of Ordinances, Section 24-3207, Appendix 1, by adding a job description for Land Bank Program Manager.

WHEREAS, the formal adoption of the job description for Land Bank Program Manager is required; and

WHEREAS, the proposed job description accurately reflects the duties performed; and

WHEREAS, the administration has reviewed this matter and has recommended the course of action taken herein.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MOLINE, ILLINOIS, as follows:

Section 1 – That Chapter 24, "PERSONNEL," of the Moline Code of Ordinances, Section 24-3207, Appendix 1, is hereby amended by adding a job description for Land Bank Program Manager, provided said job description is substantially similar in form and content to that attached hereto as Exhibit A.

Section 2 – That this ordinance shall be in full force and effect from and after passage, approval, and if required by law, publication in the manner provided by law.

CITY OF MOLINE, ILLINOIS

DocuSigned by:
[Signature]

Mayor ID16AB8EFE254D4...

April 26, 2022
Date

Passed: April 26, 2022

Approved: May 10, 2022

Attest: [Signature]

City Clerk ID1A0D23624515B4C4

GRADE	N07
FLSA	NE
WC	8810
EEO	01/50
POSITION	264

JOB TITLE: LAND BANK PROGRAM MANAGER**CHARACTERISTICS OF THE JOB**

Under the direction of the Board of Directors, responsible for overall management and operation of the Quad City Regional Land Bank Authority (QCRLBA); protection of the organization's financial assets while ensuring compliance with board directives; preparation and handling of legal and highly confidential information; and coordinating with collaborative partners in program planning, program scheduling and implementation efforts. Work is performed exercising considerable independent judgment within the guidelines of established policies, goals and objectives of the Board.

The existence of this position depends on the availability of funding from the QCRLBA, including federal, state, local grant funding and QCRLBA program income.

EXAMPLES OF DUTIES Other duties may be assigned.

Plan, budget and implement the Land Bank Program.

Oversee financial functions including those necessary for auditing, budgeting, financial analysis, capital asset and property management.

Oversee grants and contracts management including negotiating agreement terms that reflect the needs of QCRLBA; coordinate with legal advisors to finalize agreement terms; monitor progress of agreements and maintain agreement documentation to ensure fulfillment of agreement terms including receipt and expenditure of funds.

Assist in the development of current and long-term organizational goals and objectives as well as policies and procedures for QCRLBA operations. Establish plans to achieve goals set by the Board of Directors and implements policies, subject to approval by the Board of Directors.

Work closely with staff members to ensure they are provided with appropriate support systems and responsive, quality service in the areas of sales, property management, planning, project accounting, human resources, purchasing and related administrative functions.

Analyze and evaluate vendor services, particularly for insurance and management of QCRLBA funds, to determine programs and providers that best meets the needs of QCRLBA and make recommendations to the Board, as appropriate; negotiate or oversee negotiation of services, terms and premiums and execute contracts with supply and service vendors and auditors and consultants.

Facilitate effective working relationships with program participants, partners in program planning, program scheduling, and implementation efforts.

Ensure that all organization activities and operations are carried out in compliance with local, state and federal regulations and laws and conformance to acceptable standards and practices.

Promote communication and adequate information flow.

Responsible for management of all data and reporting requirements under the program.

Organize and maintain files, correspondence and other records and reports.

Make regular contact with the general public, persons in other departments and outside agencies and considerable contact with officials at higher levels of the organization and outside agencies for the purpose of explaining procedures, services and program regulations.

REQUIREMENTS

Training and Experience

Bachelor degree or equivalent from an accredited college or university with an emphasis in business administration, community development, public administration, urban planning or related field and three (3) years' progressively responsible experience in business, real estate, financial management or related areas; or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities

Thorough knowledge of acceptable practices and standards of property management and acquisition, redevelopment activities and maps, charts, sketches and graphics; Illinois real estate and business law; general knowledge related to community and economic development as it relates to acquisition, management and disposal of real property laws and regulations that impact the work performed; good knowledge of fiscal and administrative office procedures, practices, systems and equipment; grant writing and management; fiscal and project management; business English, arithmetic, spelling, grammar and Roberts Rules of Order; and of federal, state and local housing/community development regulations and processes.

Excellent skill in public and employee relations and in maintaining effective working relationships; organizing, completing and reporting on projects; multitasking and composing clear, concise and informative correspondence; advanced skill in using Microsoft Outlook, Word, Excel, Access, PowerPoint software; skill in operating report generating software; and proofreading and performing data entry with a high degree of accuracy.

Ability to maintain absolute confidentiality of the materials and situations encountered on the job; read, analyze and interpret complex documents; define problems, collect data, establish facts and draw valid conclusions; write reports, business correspondence and procedures; respond effectively to inquiries and complaints; effectively present information and respond to questions from groups of managers, elected officials, employees and the general public; interpret an extensive variety of technical and legal materials and deal with several abstract and concrete variables; understand and carry out established policies and procedures and interpret a variety of instructions in written, oral, picture or schedule form.

Certificates, Licenses, Registrations

Valid Illinois driver's license or equivalent

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear and occasionally required to stand, walk and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually quiet.

Approved:

DocuSigned by:
Bob Vitas

City Administrator

4/28/2022

Date

EXHIBIT B (Draft)**Procedures for Appointment and Compensation for First Land Bank Manager**

The Land Bank Program Manager position is a new position, as such, the job description has been factored by the (City of Moline) Human Resource Director. This recruitment outreach for this position will include, but not limited to, advertising on social media, municipal websites and other employment websites for a period of at least 14 days or until filled. The City of Moline is an equal opportunity employer.

During the recruitment period, all applications will be accepted online at www.moline.il.us.

Compensation

Based off the drafted job description, the position factors at a Grade N07, with a salary range of \$61,758.94 - \$86,462.27. If there are significant changes to the job description, the Human Resources Department would need to re-evaluate the grade.

Benefits**Medical, Dental & Vision Insurance**

Eligibility for insurance begins the first of the month following a 30-day waiting period for new employees. The City and the Employees share in the cost of the plans. Medical, dental, and vision plans available to employees, retirees, and other eligible dependents include:

- A self-funded, comprehensive dental plan
- A self-funded vision plan
- A self-funded medical plan (including prescription drug coverage)

Pension

American Federation of State, County and Municipal Employees (AFSCME), non-union, and United Auto Workers (UAW) employees participate in the Illinois Municipal Retirement Fund (IMRF). Retirement benefits are based on years of service and wages earned. Employees contribute 4.5% of earnings to the pension.

Paid Time Off

The amount of paid time off is dependent upon the employee's position and years of service. Paid time off includes vacation, sick leave, holidays, and personal days.

Deferred Compensation & Roth IRA Plan

The City offers a voluntary 457 and Roth IRA retirement savings plan through International City Management Association Retirement Corporation (ICMA-RC). Employees can contribute a portion of their salary to this plan to assist them in building retirement security.

Flexible Spending Plan

Through the flex plan, using pretax dollars, employees can pay their portion of their health insurance premiums and qualified medical, dental, vision, and day care expenses. Employees are eligible to participate in the plan the first of the month following a 30-day waiting period.

Employee Assistant Program (EAP)

The City of Moline offers employees and their immediate family members confidential, professional counseling services and specialty referrals. An assessment and six free counseling sessions are provided.

Life Insurance

A voluntary, decreasing term life insurance policy is available for employees participating in the IMRF pension. This policy provides coverage for employees, their spouses and any eligible dependents.

Exhibit B (Draft)
Procedures for Appointment and Compensation - Land Bank (Program) Manager

HR advertises vacancies, internal and external, for at least (7) seven working days and in accordance with the City of Moline Affirmative Action Policy.

Applications are accepted only when a vacancy exists and must be submitted online through the City's applicant tracking system in order to be considered.

Human Resources receives applications until the deadline date and time or until the position is filled in the case of postings advertised as "open until filled." Inquiries are answered by informing potential applicants of the position title, pay grade and starting pay, application deadline and job description. City staff will neither encourage nor discourage applicants from applying.

Human Resources reviews applications and eliminates from further consideration those which are incomplete or do not meet minimum requirements of the job description.

The department director or designee reviews the applications as screened by Human Resources. The City will interview the best qualified candidates from the pool of applicants for the vacancy.

Human Resources schedules interviews with the best qualified candidates. The department director or designee, a member of Human Resources and a third person (either a supervisor or a person from another department), conduct the interviews. Questions presented at the interview are determined in advance and must be directed to all candidates. All questions must be job-related and non-discriminatory.

Interviewers rate each candidate by means of an interview rating sheet. Each interviewer rates every applicant's job-related characteristics as indicated on the rating sheet. Rating topics for job-related characteristics (knowledge, skills, abilities, education, experience, etc.), shall be determined prior to the interviews.

After each interviewer has completed his/her rating sheet, the candidate's ratings are discussed. If there is more than a three point range between the interviewers in any candidate's score in any rated topic, the interviewers explain the rating in writing or adjust the score for that rated topic. Human Resources shall review total scores for accuracy and calculate the average score. The average score and not just the department director's rating must be considered in the final selection; however, the average score need not be the only factor considered.

A second round of interviews may be conducted if necessary. Follow-up interviews are also conducted on the basis of job-related characteristics.

Selection is based on the requirements set forth in the job description.

All conditional offers of employment are made through Human Resources. Reference checks may be completed before or after a conditional offer is made. Conditional offers of employment always occur before the candidate has a medical evaluation, employment is verified, and a criminal background check is completed.

Human Resources arranges for a medical evaluation including a drug screen for the successful candidate.

Human Resources schedules employee orientation.