

Land Development Coordinator – Job outline

1. General Real Estate Function
 - a. Property Research
 - b. Drafting Deeds
 - c. Recording Deeds
 - d. Filing Property Tax Exemption
2. Abandoned Property Program
 - a. Market Research
 - i. Property for Demolition
 1. Salvage Management
 - ii. Property for Rehab
 1. Write RFP/Scope of Work
 2. Host Open House
 3. Evaluate Proposals
 4. Draft Documents
 5. Manage Contract
3. Strategic Acquisition Program
 - a. Bank Owned Properties
 - b. Strategically located vacant properties
 - c. Strategically located abandoned properties
 - i. Multiple lots in the area
 - ii. Properties that can be rehabbed
 - d. Strategically located occupied properties
 - e. Foreclosure Process
4. Vacant Lot Strategy/General Land Management Strategy
 - a. Disposition of properties
 - i. Side Lot Program
 - ii. New Construction
 - iii. Community Gardens
 - iv. CSO Projects
 - b. Peoria Country Trustee Parcels