

# **Cuyahoga County Land Reutilization Corporation (CCLRC)**

## **Program Liaison**

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### **Position Summary:**

The Program's Liaison (PL) provides office support to the Department of Programs and Property Management and other CCLRC staff. In addition, the PL is to: execute a variety of administrative tasks, work closely with the Program's Assistant to facilitate the flow of external and internal communications and to develop and maintain organized office systems for the team.

### **Principle Duties and Responsibilities:**

In addition to the specific duties and responsibilities listed here, all CCLRC staff members are expected to perform any tasks necessary to ensure the orderly and efficient operations of the CCLRC. All staff must be able to travel and attend conferences, training, and other events as required to acquire and maintain proficiency in fulfilling the responsibilities of the position. All staff must be available to attend evening and weekend meetings in order to represent the CCLRC, if necessary.

### **Specific Duties and Responsibilities:**

The PL will work with the Property Management and Program Staff to ensure that all CCLRC properties are timely field serviced and maintained through the CCLRC's network of contract vendors, utilities are properly turned on/off and relevant property information is thoroughly documented in internal systems while properties are in the CCLRC's ownership.

Support the Director of Programs and other Departmental staff by way of the following:

- Perform a variety of administrative tasks including, but not limited to: screening phone calls, taking messages, responding to general questions, maintaining files
- Effectively interacting with all utility companies (e.g. water, gas, electric) , as necessary
- Manage mail, email and voicemails with attention to due dates and actions required
- Filing of various documents with the court systems, as necessary
- Any and all other functions as required by management to support the Director of Programs and other rehabilitation and maintenance staff
- Work on special projects, as necessary
- Attend meetings as required
- Assist staff in scheduling, assigning and costing out maintenance activities with CCLRC's network of contract providers.

**Required Qualifications:**

- High level of integrity and confidentiality
- Highly organized and efficient
- Strong verbal phone skills
- Excellent customer service skills
- Excellent written and verbal communication skills, grammar, spelling, punctuation and problem-solving skills
- Ability to work well with all levels of management as well as outside external clients and vendors
- Ability to function in a ever-changing environment
- Professional appearance
- Team player willing to help out as required
- Strong organizational and multi-tasking skills as well as analytical skills and detail-oriented
- Ability to prioritize and work independently or with minimal supervision
- Ability to adhere to deadlines
- Proficient computer skills including Microsoft Office Word and Excel
- Self-motivated

**Preferred Qualification:**

- Experience in administrative/programmatic support with a property management company, title company, real estate firm, law firm, municipal law department or other similar organizations.

**Salary Range: \$40,000 – \$47,000**

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

**If you interested in applying for the position, please email a cover letter and resume to Dennis Roberts ([droberts@cuyahogalandbank.org](mailto:droberts@cuyahogalandbank.org)) by February 26, 2018.**

