

**Village of Johnson City**

**Job Title: Zombie Properties Clerk**

**Location: Johnson City Village Hall, 243 Main Street, Johnson City, NY**

**Compensation: \$13.50/Hour**

**Work Status: Contract, Part-Time (19.5 hours weekly)**

**Work Period: June 2018-December 2018 (Potentially past December 2018, pending funding)**

**Job Summary:**

The Village of Johnson City seeks an enthusiastic applicant for the Zombie Properties Clerk to coordinate the Village's Zombie Properties Remediation and Prevention Initiative. Typical tasks include managing communications, organizing and leading monthly Task Force meetings, and managing community outreach. The Clerk will work directly with Village administrative staff, and interns on the Sustainable Revitalization Team. This is an exciting opportunity for those interested in urban redevelopment and planning, vacancy, real estate, and community engagement.

**Responsibilities and Duties:**

- Request NYS Zombie properties registry information monthly.
- Maintain local vacant properties database approximately every three weeks and submit anomalies to NYS Dept of Financial Services.
- Coordinate and lead monthly Zombie Task Force meetings.
- Coordinate meetings with area stakeholders, including banks, realtors, Village Mayor, and staff.
- Attend monthly conference calls with LISC representatives.
- Coordinate with HUD Housing Counselor to conduct community outreach events and help community members access zombie property-related programs, including the Attorney General's Home Foreclosure Prevention program, and the First Time Home Buyer program. Outreach location may be outside Village Hall (in nearby Main Street storefront location)
- Coordinate with various Village, Town and County staff to implement and use new property data software, Building Blocks.

**Job Skills and Qualifications:**

- Candidates must possess strong communication and interpersonal skills.
- Strong research and writing, as well as attention to detail and problem-solving skills required.
- Basic computer proficiency (MS Office) required.
- Comfort working with the community-at-large, local government officials, and staff at various levels and agencies.
- Excellent time management skills and the ability to prioritize work.

**For further inquiries, email Jovanny Mejia at [JovannyM@VillageofJC.com](mailto:JovannyM@VillageofJC.com) or Dai Korba at [dain@VillageofJC.com](mailto:dain@VillageofJC.com)**

**To Apply: Email Resume and Cover Letter to: [JovannyM@VillageofJC.com](mailto:JovannyM@VillageofJC.com)**