

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 7/8/16 Im

ANNOUNCEMENT NO. 62

REDEVELOPMENT ADVISOR

(OPEN)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an [Open](#) examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **\$10.00 - \$25.84 Per Hour**.

FILING OF APPLICATION

Application must be made on the regular application form available on-line or at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON FRIDAY JULY 22, 2016 UNTIL 4:30 P.M. ON THURSDAY, AUGUST 11, 2016.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, AUGUST 11, 2016.

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION: Applicant's grade will be determined based on Education and Experience found in Resume.

NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

DUTIES OF THE POSITION

Under supervision, has a responsible role for the acquisition and disposition of land that is to be made available for redevelopment. Responds to inquiries relating to the use, purchase, and sale of property under the jurisdiction of the department. Handles processing of property requests in collaboration with other departments and reviewing parties to ensure timely disposition. Communicates with different governmental units regarding acquisition and disposition transactions. Creates and maintains comprehensive database records. Maintains records on the status of acquisition or disposition of each parcel in each project. Prepares varied reports, including real property reports, that relate to tracking and other property matters, as required. Assists in the assignment and supervision of appraisal work to private appraisers. Obtains a general estimate of acquisition cost prior to appraisal. Performs other related duties as assigned. Follows all operations and safety policies. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS.

A High School Diploma or GED is required. A Bachelor's Degree in Planning, Business Administration, Economics, or a related field from an accredited four year college or university is required. One year of full time paid experience in the contract compliance, land assembly, property transaction (acquisition and/or disposition), or finance areas of the community development or real estate industry is required. (Substitution: One year of full time experience may substitute for each year of college education lacking.) A valid State of Ohio Driver's License is required. An understanding of real estate transactions is required. The following are preferred: A working knowledge of and demonstrated ability to implement federal statutory and/or regulatory requirements; The ability to review, understand, and evaluate financial data such as funding proposals, balance sheets, as well as sources and uses statements that are critical in analyzing prospective real estate transactions; One year of land use analysis and planning.

NOTE: Minimum qualifications must be met as of the last day of the filing period unless otherwise stated.

NOTE: Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee. Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee. A copy of such proof must be included with the application.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER

APPLICANT CHECKLIST: READ CAREFULLY

MUST MEET MINIMUM QUALIFICATIONS OF POSITION
APPLICATIONS MUST BE RETURNED IN PERSON BY THE APPLICANT!!!!

BEFORE SUBMITTING YOUR COMPLETED APPLICATION, PLEASE REVIEW THE FOLLOWING CHECKLIST

DURING THE LIFE OF THE ELIGIBILITY LIST, YOU MUST NOTIFY CIVIL SERVICE OF ANY CHANGES OF ADDRESS. FAILURE TO DO SO WILL RESULT IN YOUR REMOVAL FROM THE LIST	DONE
COMPLETED APPLICATION FORM (DO NOT STATE "SEE ATTACHED RESUME"). IT IS YOUR RESPONSIBILITY TO PROVIDE COPIES OF ENCLOSURES AND ATTACHMENTS	
SIGN AND DATE THE COMPLETED APPLICATION (It does NOT have to be notarized).	
PROOF OF ALL COLLEGE DEGREES LISTED IN THE APPLICATION (copies of diploma and/or official transcripts). A Bachelor's Degree in Planning, Business Administration, Economics, or a related field from an accredited four year college or university is required. (Substitution: One year of full time experience may substitute for each year of college education lacking.) IF APPLICANT HAS NOT GRADUATED FROM COLLEGE, A COPY OF A HIGH SCHOOL DIPLOMA OR GED IS REQUIRED.	
CURRENT RESUME OR OTHER INFORMATION IN YOUR APPLICATION INDICATING THE REQUIRED EXPERIENCE . ONE YEAR OF FULL TIME PAID EXPERIENCE IN THE CONTRACT COMPLIANCE, LAND ASSEMBLY, PROPERTY TRANSACTION (ACQUISITION AND/OR DISPOSITION), OR FINANCE AREAS OF THE COMMUNITY DEVELOPMENT INDUSTRY OR REAL ESTATE INDUSTRY IS REQUIRED. ONE YEAR OF REAL ESTATE EXPERIENCE INVOLVING THE ACQUISITION AND/OR DISPOSITION OF REAL PROPERTY IS REQUIRED.	
COPY OF VALID STATE OF OHIO DRIVER'S LICENSE.	
THE THREE (3) CARDS IN THE APPLICATION MUST BE COMPLETED (This includes the job classification on the top line of each card as well as your name and address. <u>Leave ID number blank</u> ; we will assign this to you.)	
COPY OF PROFESSIONAL LICENSE(S) OR CERTIFICATIONS.	
Any other information or materials that demonstrate your qualifications and experience for this position. IT IS ESSENTIAL THAT YOU DESCRIBE YOUR EDUCATION AND EXPERIENCE AS COMPLETELY AS POSSIBLE. AMBIGUITY OR VAGUENESS WILL NOT BE DECIDED IN AN APPLICANT'S FAVOR. YOUR APPLICATION PACKET SHOULD CLEARLY DEMONSTRATE THAT YOU MEET OR EXCEED EACH OF THE MINIMUM QUALIFICATIONS. A cover letter is welcomed but not required.	

THE ABOVE INFORMATION MUST BE INCLUDED IN YOUR APPLICATION PACKAGE **AT THE TIME OF FILING**. IF THESE ITEMS ARE NOT INCLUDED, YOUR APPLICATION MAY NOT BE ACCEPTED OR APPROVED.

ANYONE WHO WISHES TO REQUEST AN ACCOMMODATION MUST DO SO **AT THE TIME OF FILING**. THE COMMISSION WILL CONTACT THE INDIVIDUAL CONCERNING SUCH ACCOMMODATION PRIOR TO THE EXAMINATION. THE COMMISSION MAY REFUSE TO PROVIDE SUCH ACCOMMODATION IF IT IS NOT REASONABLE OR WOULD CONSTITUTE AN UNDUE HARDSHIP. CURRENT (WITHIN ONE YEAR) DOCUMENTATION SUPPORTING THE NEED FOR THE REQUESTED ACCOMMODATION IS REQUIRED. SUCH DOCUMENTATION SHOULD BE SUBMITTED AT THE TIME OF FILING.

Redevelopment Advisor (Open)
 LM ee #62