

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Community Development Loan Officer</u>
Sch. & Grade	<u>PAT-10</u>
Class Code	<u>BA29</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Financial</u>

PRIMARY PURPOSE:

Receive, evaluate, coordinate, and make recommendations regarding loan applications for housing and commercial rehabilitation projects, small business development projects, and homebuyer assistance loans authorized for funding under the City Community Development Program.

SUPERVISION:

Under the general supervision of the Economic Development Director or Planning and Development Manager.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Reviews and evaluates loan applications including assessing and determining strengths, weaknesses, eligibility and risks of individual projects and communicates findings with property owners and lenders.
2. Serves as a member of the Planning & Development Department Loan Committee, which has the authority to approve or deny a loan, and makes recommendations to the committee regarding funding for loan applications based on research and evaluation findings.
3. Provides technical assistance to property owners in preparing loan applications and financial statements.
4. Communicates with Housing and Urban Development (HUD) officials on program requirements and compiles various reports required by Federal Regulations.
5. Coordinates housing and commercial loan applications with the housing and rehabilitation staff and the Loan Committee.
6. Advises property and business owners of financial options and structures financial packages using both public & private sources of capital.
7. Provides technical assistance to property and business owners in developing studies to define market trends and feasibility of projects.
8. Develops and maintains a loan portfolio on commercial and housing projects.
9. Provides assistance, information & coordination of loans and projects to prospective developers and/or lenders of housing and commercial projects; regarding the preparation of funding proposals and fulfillment of loan approval requirements and contingencies; supplies informational brochures on eligible program activities and basic lending criteria.
10. Develops and maintains resource information file relating to the availability of public and private funds, including private monies invested in city and CDC projects.
11. Monitors assisted projects for compliance, using appropriate criteria with the terms and conditions of statutory and regulatory requirements.
12. Reads, analyzes, and accurately interprets local and federal rules and regulations, which authorize assistance for housing and commercial properties.
13. Assists property owners, heirs, staff members, outside lenders, legal counsel and any other affected parties on delinquencies, foreclosures, transfers, or any other issues needed on workout properties.
14. Makes recommendations to Loan Committee and City Management regarding additions or changes in procedures, compliance, documentation or other areas related to the overall efficient operation of the loan programs.
15. Acts as staff liaison and provides technical or advisory assistance as needed to other boards and agencies.
16. Packages loans for Community Development Corporations (SFDC & ORCDC) and provides same services on city loan programs to the various CDC Boards and Loan Committees.
17. Coordinates servicing of loans; collection of delinquent accounts and loan portfolio management.
18. Travels to project site locations as required for bid tours, inspections and other site tours.

IMPORTANT FUNCTIONS:

1. Utilizes computer software applications such as word processing and database.
2. Attends conferences, workshops, seminars, and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles and procedures for basic lending criteria on residential and commercial properties; real estate and financial lending laws.

Abilities

Accurately assess and evaluate project loan applications utilizing sound independent judgement; effectively analyze complex reports, project proformas, credit reports, and financial statements, read and interpret a variety of information including local and federal laws regulating rehabilitation loans and small business development; utilize appropriate computer software applications; follow oral and written instructions; deal effectively and courteously with loan applicants, lenders, associates and the general public; present an overall professional image; prepare clear and comprehensive reports; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor’s Degree in finance, real estate, business administration or a related field with an emphasis in financial management, banking, or real estate plus at least three years of related professional work experience. Professional work experience in business administration, financial management, or real estate management may be substituted for the formal education requirement on a year-for-year basis.

Physical Requirements

Must be able to make periodic walk-throughs at project sites which would include climbing, bending, and reaching; ability to operate a computer keyboard; pushes and pulls up to 25 pounds; holds and grips objects.

Working Environment

Primarily indoors in a general office environment with heating and cooling regulated; when outdoors to visit project site may be exposed to extreme weather conditions and possible safety hazards associated with project site locations.

Licensing/Certification

Requires incumbent to possess a valid Missouri Motor Vehicle Operator's License and in some cases provide own vehicle for on-the-job transportation purposes.

Miscellaneous Requirements

None required.

Last Revision:	February 8, 2012	GENERAL ORDINANCE NO.	4332
Comments:	Updated Abilities	Date:	April 19, 1993

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____