

## **COMMUNITY DEVELOPMENT LOAN SPECIALIST**

### **PURPOSE AND NATURE OF WORK**

Position is responsible for providing information on and performing work regarding loan programs designed to increase home ownership opportunities to further economic development through job creation and retention. Incumbent performs work independently and reports to the Community Development Loan Officer.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Answers individual inquiries regarding loan programs, primarily in regard to the first time home buyer's down payment and closing cost assistance program. Assists applicants in completing applications and evaluates applications for loans. Follows specific guidelines and procedures for loan programs. Provides feedback to clients, and makes loan application recommendations to loan committees and boards. Informs applicants of loan closing procedures, monitors loans, and follows procedures for servicing loans. Handles financial records for loan programs and makes regular financial reports. Assists the Community Development Loan Officer to market and promote loan programs.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Considerable knowledge of loan procedures and related programs.

Considerable knowledge of financial statements, management practices, and basic accounting principles.

Knowledge of federal, state, and local programs providing assistance or development opportunities for businesses locating in this area.

Ability to effectively evaluate project feasibility from financial data.

Ability to express ideas clearly and concisely, both orally and in writing, to groups and individuals.

Ability to establish and maintain effective working relationships with the general public, the business community, applicants, and employees.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from a four year college or university with major course work in finance, business administration, public administration, or a related field; and experience in development, finance business management, or urban redevelopment; or any equivalent combination of training and experience.