

## **BUSINESS DEVELOPMENT OFFICER**

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

Position is responsible for promoting and administering loan programs regulated by the United States Department of Housing & Urban Development (HUD). Position has supervisory responsibility for a small staff including a Business Development Specialist and a Secretary I, and reports to the Director of Community Development.

**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.)

Publicizes and promotes a small business loan program, and various home ownership loan programs. Assists and advises Business Development Specialist in analyzing loan applications, analyzing feasibility of business ventures, preparing applications and presenting recommendations. Oversees and is responsible for the preparation of financial statements and reports for various loan programs. Follows and ensures staff adherence to guidelines, procedures and methods as required by the Community Development Block Grant. Reviews applications for and makes recommendations on funding loans to non-profit organizations. Researches, analyzes, documents and presents new loan programs to increase home ownership opportunity, further business development, and increase employment in Lafayette.

Performs related work as required.

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

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

Considerable 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 and package loan applications.

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**

Bachelor's degree in finance, business administration, public administration, or a related field, and considerable experience in development finance, business management, or urban redevelopment; or any equivalent combination of training and experience.