

JOB TITLE: Loan Fund Coordinator

FLSA: Exempt, Grade 10

DEPARTMENT: Planning, North Central Alabama Regional Council of Governments

JOB SUMMARY: This position is responsible for coordinating the organization's Business Growth Fund.

MAJOR DUTIES:

- Markets the Accelerate: Business Growth Fund Program to private lenders, civic organizations, Chambers of Commerce, industrial development boards, economic development offices, and other related organizations.
- Pursues funding opportunities for recapitalization of loan funds.
- Meets with prospective clients and/or private lenders.
- Assists clients in analyzing problems and proposes solutions.
- Reviews loan applications to ensure compliance with goals, policies, and objectives established by NARCOG's Revolving Loan Fund Plan.
- Responds promptly to clients' issues, questions, and concerns.
- Analyzes financial statements.
- Prepares loan packages and submits them to the Loan Review Committee; provides other information to the Committee as needed.
- Notifies clients in writing of the action taken; sets up loan closings; assists in the preparation of loan closing documents.
- Performs other related duties as assigned.

The assignment of duties is not limited by the content of the job description.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of relevant federal and state guidelines and policies.
- Knowledge of banking and finance principles and practices.
- Knowledge of loan document administration.
- Knowledge of funding opportunities and related guidelines and policies.
- Knowledge of local, state, and federal legislation and programs relating to the work of the Council.
- Skill in oral and written communication.
- Skill in public speaking and report preparation.
- Skill in maintaining effective working relationships with a wide range of individuals and groups.
- Skill in presenting ideas and technical material clearly and concisely.
- Skill in the use of computers and job-related software programs.

SUPERVISORY CONTROLS: The Planning Director assigns work in terms of department goals and objectives. The work is reviewed through observation of department operations for the nature and propriety of final results.

GUIDELINES: Guidelines include North Central Alabama Regional Council of Governments policies

and procedures and relevant federal and state laws. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY: The work consists of varied administrative and management duties in directing the operations of the North Central Alabama Regional Council of Governments. The variety of governing guidelines to be followed and the need to be sensitive to political factors contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to direct and manage the agency's grant and loan acquisition and management activities. Successful performance contributes to the effective provision of services for citizens within the region.

PERSONAL CONTACTS: Contacts are typical with local and state elected and appointed officials, bank representatives, government officials, business leaders, civic organizations, loan applicants, co-workers, and the general public.

PURPOSE OF CONTACTS: Contacts are typical to give or exchange information, provide services, resolve problems, motivate and influence persons, and negotiate and settle matters.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing or stooping.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.
- Ability to be bonded.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Approved by: _____ Date: _____

Received by: _____ Date: _____