



LOAN OFFICER

Department: Economic Development
Job Class #: 333800
Pay Range: Professional 09

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is professional and technical work in the Economic Development Department. An employee in this position is responsible for providing financial and technical assistance to small/medium-sized businesses. Duties include program development, financial analysis, commercial and industrial real estate analysis, loan packaging, maintaining loan portfolios, report writing and grant writing.

ESSENTIAL FUNCTIONS:

- Provide technical assistance to neighborhood business organizations, and small and minority-owned businesses.
- Serve as a liaison between business owners, community organizations and various areas of local, state and federal government departments and agencies.
- Provide grant writing and other technical assistance to a variety of private and non-profit businesses and agencies.
- Market various financial assistance and loan programs designed for small business owners.
- Analyze loan proposals for financial feasibility.
- Negotiate terms with proposal sponsors, private lenders, governmental agencies, and borrowers.
- Determine most suitable program for each proposal and structure the financing to meet HUD, SBA or other programmatic guidelines and underwriting criteria.
- Prepare and present final loan package to the appropriate lending organization.
- Maintain the RLF loan portfolio and administers contracts related to business lending.
- Develop and prepare program documents and forms for compliance with applicable regulations and to perfect loans.
- Refer businesses in need of management or other services to other technical assistance providers.
- Prepare progress and program reports as required by local, state or federal funding agencies.
- Make presentations to federal, state, and local government officials, local economic development organizations, commercial and industrial real estate brokers, bankers and other private lenders, developers and business persons.
- Develop and maintain ongoing relationships with private lenders, businesses, developers, technical assistance providers, and local, state and federal officials involved in economic development.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

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SUPERVISION RECEIVED AND EXERCISED:

Work is performed under general supervision with the employee expected to plan and complete work independently after objectives, priorities and deadlines have been defined. Work is reviewed in progress and upon completion by the supervisor for thoroughness, timeliness and compliance with regulations, policies and procedures. This position does not supervise but may provide training and guidance to new employees and temporary employees.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Loan Officer works in an office environment on a daily basis. Travel to various work sites, businesses, and/or meeting locations is required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing is required. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Travel to various work sites throughout the region is required; public transportation may not be available to all locations required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Federal, state, and local loan and grant application practices and procedures.
- Financial lending institution rules, regulations, and guidelines.
- Financial assistance programs such as Small Business Administration, Pierce County Revolving Loan Fund, and other financial assistance programs.

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

Ability to:

- Perform analytical and financial analysis.
- Interpret and understand local, state and federal regulations.
- Prepare final loan packages and proposals to various lending organizations.
- Negotiate terms with private lenders, governmental agencies, and financial agencies.
- Provide direction and technical assistance to small and medium sized businesses.
- Make oral presentations to federal, state, and local government officials, local economic development organizations, commercial and industrial real estate brokers, bankers and other private lenders, developers, and other related business entities.
- Establish and maintain an effective working relationship with the general public, private businesses, federal, state, and local governmental agencies, bankers, and other private lenders.
- Effectively use and operate a personal computer and other standard business equipment.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.

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- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Graduation from a four-year college or university with major coursework in finance, accounting, economics, business or a related field and two or more years experience in commercial or government lending or related area is required. A graduate degree or an advanced professional designation or certification from an appropriate industry (banking, insurance or real estate) is preferred. Additional experience and/or education may substitute equally for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position.