

**ECONOMIC DEVELOPMENT LOAN MANAGER****NATURE OF WORK**

This is a highly responsible, professional position involving financial analyses and a broad range of financial management activities. The position will manage the HUD Section 108 Loan Program for Palm Beach County Economic Development projects.

An employee in a position allocated to this class is responsible for performing detailed financial analyses, marketing, designing and improving financial management systems, reviewing and analyzing loan packets, preparing loan reports, preparing forecasts of revenues and/or expenses, as well as evaluating and issuing loan reports for Board approval. The employee in this position provides assistance to elected officials, works with independent judgment in negotiating with investment bankers, lending institutions, and community organizations to obtain clients for the loan program, and this position will provide technical assistance on all 108 loan applications for economic development projects. Work requires extensive knowledge of financial methods and procedures; analyzes cash flows available for debt service. The position may have some supervisory responsibility for clerical or support staff or lower level EDO Specialists. Performance is reviewed through conferences, reports and observations of results achieved.

**EXAMPLES OF WORK**

Develops policies and procedures; implements and coordinates program objectives for the HUD Section 108 Loan Program.

Reviews, analyzes and interprets data concerning a variety of financial activities and projects.

Provides reviews of financial proposals for reasonableness and feasibility.

Coordinates activities with bankers of loan application packets.

Plans agenda and prepares loan reports for review by Loan Review Committee (LRD) and Coordinator of Economic Development.

Manages contractors; responsible for contract compliance; negotiates agreements.

Prepares and presents complex program requests and proposals to boards, bankers and lending institutions.

Markets the 108 Loan Program to the community organizations and general public.

Assists in the preparation of departmental budgets; reviews budget submittals for compliance with Administrator.

Assists in reviews and/or preparation of budget transfer requests as appropriate.

Recommends rates, charges and fee structures for loan program.

Assures integration of grants into the budget process.

Develops programs to research and obtain Federal and State grants for the department and agencies of the County.

Performs or provides recommendations on performance evaluations, counseling or disciplinary actions, complaints or grievances, and the hiring, termination or promotion of staff.

Performs related work as required.

**ECONOMIC DEVELOPMENT LOAN MANAGER - CONT'D****REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the laws, rules and regulations effective in the State and County relating to fiscal and accounting records and procedures.

Knowledge of accounting, financial and management principles, practices and techniques.

Knowledge of data processing, systems development and systems implementation.

Ability to develop, install and maintain specialized accounting and financial management systems.

Ability to analyze complex financial information and prepare and present detailed financial analyses and reports.

Ability to communicate effectively in a clear and concise manner, both orally and in writing including the preparation of complex management reports.

Ability to establish and maintain effective working relationships with varying levels of County employees, Banking Industries and other outside contacts.

Ability to translate conceptual ideas into concrete recommendations.

**MINIMUM ENTRANCE REQUIREMENTS**

Graduation from an accredited college or university with major course work in Accounting, Economics or Finance or a related field; three (3) years of experience in governmental or commercial accounting or financial analysis; an MBA/MPA or professional certification may be substituted for one (1) year of experience.

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