

**UPPER ARKANSAS AREA COUNCIL OF GOVERNMENTS  
UPPER ARKANSAS AREA DEVELOPMENT CORPORATION**

**POSITION DESCRIPTION**

**Job Title:** UAACOG/UAADC Business Loan Officer/Director

**Reports To:** Executive Director

**FLSA Classification:** Exempt

**Job Summary**

The Business Loan Officer/Director must have a working knowledge of commercial lending, business financial statements, and credit analysis. This position is responsible for preparing loan application packages and working with clients before, during and after the loan process. This position will also manage contracts with Federal and State agencies that fund the Business Loan Fund (BLF) program, oversee materials for Loan Committee meetings, and work with applicable staff on to make sure loan files and policies are compliant with all grant requirements and UAACOG/UAADC's Loan Policy. This position is also responsible for supervising, managing, and marketing the Business Loan Fund and Enterprise Zone programs.

**Skill/Knowledge Requirements**

This person should:

- Have a degree in a related field, with proven written and oral communication skills, customer service skills, and the ability to meet deadlines.
- Have experience with commercial lending, credit analysis, and business financial statements.
- Pay attention to detail.
- Possess competency in various computer programs such as Microsoft Office Suite.
- Have the ability to develop expertise in the Colorado Enterprise Zone Program and the State software program to track EZ certifications and donations.
- Have supervisory experience.
- Be able to develop and maintain good working relationships with banks, businesses, community members, volunteers, staff, board, and consultants with which the UAACOG works.
- Be comfortable working directly with clients and Loan Committee.
- Be comfortable traveling throughout the six-county region marketing and representing the program throughout the entire region.
- Have excellent public speaking skills.

**MAJOR JOB RESPONSIBILITIES:**

## **Responsibilities**

### **Contract and Grant Administration**

The Business Loan Officer/Director (BLO) will administer the contracts and grants that provide funding for the Business Loan Fund. The BLO will prepare and/or oversee quarterly and semi-annual reports, as well as all reports requested by funding agency. Finally, the BLO, in conjunction with appropriate staff, will apply for additional loan funds/contracts as needed. This includes, but is not limited to, the following funding sources:

- **Community Development Block Grant (CDBG) Business Revolving Loan Fund (BLF)** contract between UAACOG and the State Office of Economic Development and International Trade (OEDIT). The Business Loan Officer will proactively oversee all phases of CDBG contract administration and program compliance with OEDIT such as: overall program success; meet all reporting requirements in a timely and accurate manner; conduct and document environmental and disclosure review procedures per OEDIT, HUD and NEPA guidelines; and CDBG contract closure procedures. The Business Loan Officer will prepare Micro-Enterprise and Non-Microenterprise appropriate applications, Davis Bacon, Environmental and Disclosure for CDBG review.
- **Colorado State University/Colorado State Forest Service (CSU/CSFS) RLF**--The Business Loan Officer will oversee the administration of this program, meeting all reporting and compliance requirements in timely and accurate manner and communicating information to applicable staff.
- **UAADC Revolved Loan Fund**--The Business Loan Officer will oversee the administration of this program.
- The Business Loan Officer will also be responsible for grant administration for other loan funding opportunities as appropriate.

### **Loan Officer Responsibilities**

1. **Interviewing prospective loan clients (daily as needed).** The Business Loan Officer will be the first point of contact for prospective loan clients and will document all inquiries for the BLF program and work with the public for intake of applications. This will involve screening and referring those not prepared to submit a viable loan application to the Small Business Development Center, and other appropriate resources, and working in detail with targeted industry and business sector clients who are ready and capable to prepare a viable loan package.
2. **Credit Analysis and Loan Application Summary (monthly as needed).** The Business Loan Officer works with clients and the loan staff to compile a complete and detailed loan package per the guidelines of the relevant program. The BLO is responsible for making sure clients have submitted all materials needed for Loan Committee meeting. BLO will be responsible for communicating and following up on these requirements to clients. This will include checking application for accuracy; credit analysis; review of business plan,

business financial statement analysis and pro forma projections, description of proposed collateral, credit report and history, personal financial documentation and verification. The credit analysis will include a spread of historical and projected income statement and balance sheet data, comparison with industry averages, financial ratio analysis, trend analysis, cash flow analysis, and a demonstration of the ability to repay the debt. The loan summary will include the narrative portions of the credit analysis as well as overview of the business plan (market, sales, costs, employees current and projected, etc.), and a summary of the loan describing sources and uses of capital, collateral analysis, and recommended amount and terms of the BLF loan.

- 3. Maintain and update BLF Loan Policies and Procedures (at least annually).** The position will be responsible to carry out the program in compliance with the BLF Loan Policies and all applicable grant requirements. The Business Loan Officer will work with Loan Committee and other loan staff to maintain and update loan policies.
- 4. Loan Committee Meetings (monthly as needed).** The Business Loan Officer will be responsible for conducting loan committee meetings. This will include compiling all materials, finalizing the agenda; minutes from the last meeting; portfolio report; and loan application summaries, described above, with the Loan Committee, so they may decide on whether UAACOG/UAADC should fund the loan.
- 5. Terms of Loan Committee members (annual).** The Business Loan Officer will track the committee member's terms; communicate with the committee members about their term; ensuring that the committee takes action to continue full membership; and recruiting new members as needed. BLO will compile orientation packet and meet with prospective members.
- 6. Prepare Loan Documents (as needed).** The Business Loan Officer will be the point person to prepare loan documents, conduct loan closings and ensure loan documents are properly signed.
- 7. Loan Performance Data (as needed).** This includes providing data and statistics for the Board of Directors including the portfolio report, annual loan loss adjustment report and annual reports and charts. Complete all required reports in an accurate and timely manner and make copies of all reports made for the files.
- 8. Loan Servicing (daily).** The Business Loan Officer will oversee and work with additional loan staff on necessary loan servicing, collection, and accounting of loan portfolio. The Business Loan Officer will assist in making monthly past due calls after receiving reports generated from RLSS.

### **Director Responsibilities**

- Supervise day-to-day operations of UAADC, including the Business Loan Fund and Enterprise Zone Tax Credits.

- Supervise UAADC staff, including annual performance evaluations, ongoing coaching, and feedback.
- Develop UAADC budget proposals.
- Respond to written and verbal requests for information and represent UAACOG/UAADC in community, regional, and state meetings as requested.
- Develop new commercial business by contacting potential new customers, asking for referrals from existing customers, and create visibility for the program and outreach the community and partners.
- Provide Technical Assistance to eligible businesses.
- Lead community outreach efforts to coordinate bank and community presentations about the Business Loan Fund and other programs of UAACOG such as the Enterprise Zone Tax Credits.
- Serve on committees as assigned.
- Perform other duties as assigned.

## **GENERAL PERFORMANCE STANDARDS**

1. Dependability - Can be relied on to carry out both regular and extraordinary work assignments.
2. Cooperation - Willingness and ability to work with others.
3. Organization - Ability to manage time effectively and arrange work materials for most efficient use.
4. Observation of working hours - Works within proper time frames.
5. Flexibility - Ability to meet changing or new situations and needs, and able to adapt to new job assignments.
6. Adherence to policies - Follows organization and departmental policies and procedures.
7. Safety - Understanding and implementation of safe work habits.
8. Appearance - Maintains appearance and personal hygiene appropriate for the job.
9. Loyalty - Maintains allegiance to the work group, and represents employer in a positive, constructive manner.
10. Communication - Expresses thoughts clearly and concisely in writing and orally.

## **ESSENTIAL MENTAL & PHYSICAL DEMANDS**

Extensive computer work and sitting, fast pace, multi-tasking, ability to drive, read, and have a normal range of vision and hearing. Public speaking is required and some evening meetings.

HOURS: Full time (hours 40 per week). Evening and weekend hours may be required.

Employee activities subject to UAACOG Policies and Procedures.

Must be able to pass a Criminal Background Check.

I, \_\_\_\_\_, understand and accept the above outlined responsibilities. I will, to the best of my knowledge and ability, perform such tasks as necessary to assure compliance with the position description.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**UAACOG/UAADC is an Equal Opportunity Provider and Employer.**