

CLASS TITLE: **Director of Loan Processing**

CHARACTERISTICS OF THE CLASS: Under direction, manages and conducts the administration and direction of various rehabilitation, new construction and commercial loan financial programs; and performs related duties as required.

ESSENTIAL DUTIES: Directs personnel engaged in the administration of various rehabilitation, new construction, and commercial loan financial programs; directs the processing of loan and grant applications; reviews and approves completed loan and grant application packages, closing documents and payout vouchers submitted by contractors for completed work; manages and directs the upkeep and maintenance of records and documents pertaining to loan and grant applications; directs the review, analysis and appraisal of staff work reports; assigns and supervises the preparation of reports pertaining to the financial status and progress of programs; directs and reviews the work of supervisory personnel engaged in interpreting program regulations and guidelines; meets and confers with bank officials, other City departments and rehabilitation construction personnel to coordinate rehabilitation work and expedite loan and grant applications; participates in the development, preparation and implementation of budgets; directs the preparation and dissemination of information regarding loans and grants to potential participants.

RELATED DUTIES: Presents loans to committee for approval.

MINIMUM QUALIFICATIONS:

Training and Experience. Seven years of progressively responsible experience in residential or commercial loan packaging and processing in a public agency or private lending institution, including three years of supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Comprehensive knowledge of loan processing procedures and loan underwriting. Considerable knowledge of loan closing procedures. Considerable knowledge of the policies, rules and regulations of City housing and commercial programs. Considerable knowledge of pertinent federal, state and City laws, statutes and ordinances.

Ability to manage a loan processing division. Ability to develop policies and procedures. Ability to confer with banking executives.

CLASS TITLE: **Director of Loan Processing (Cont'd)**

Skill in supervising and coordinating the loan application and closing process. Good oral and written communication skills. Skill in evaluating and negotiating loan packages.

Working Conditions. General office environment.

Equipment. Standard office equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

February, 1995