



A Council of Local Governments
Serving the Meramec Area

MERAMEC REGIONAL PLANNING COMMISSION

4 Industrial Drive
St. James, MO 65559-1689
(573) 265-2993
FAX (573) 265-3550

**BUSINESS LOANS SPECIALIST II
PART-TIME (25 HOURS PER WEEK)**

Posted 6/22/2021

Classification: Non-Exempt

Nature of Work

Under the supervision of the executive director, assistant director, or planning and development manager, the Business Loans Specialist II is responsible for providing loan program administration services to assure full operation of the business loan programs.

General responsibilities, performed on a daily or weekly basis, include:

- Answering questions and providing information on the loan programs to banks, businesses and individuals;
- Screening applicants for eligibility and, if ineligible, providing suggestions for assistance from other sources;
- Identifying the need for other federal and state assistance programs and appropriate resources to assist local governments, development organizations and businesses;
- Assisting and coordinating development projects with MRPC community development staff;
- Researching, analyzing and organizing data into written reports, using computer techniques, composition and editing skills;
- Assisting with processing loan applications, presenting loan applications to relevant boards and individuals and packaging loans.
- Preparing loan closings, maintaining loan servicing activities and assisting banks with loan work-outs;
- Organizing and presenting speeches, workshops and other material, written and oral, as needed for public education and marketing;
- Ensuring that the appropriate notices, agendas and report materials for loan board and commission meetings are prepared and that follow up action to implement decisions made at those meetings is carried out;
- Identifying issues, preparing briefing material and options for discussion and resolution by the loan board or other groups;
- Maintaining basic mortgage files and loan servicing activities to meet the criteria for monitoring by auditors and oversight agencies and boards;

Chairman: Steve Vogt
Representing City of Belle

Vice Chairman: Mary Heywood
At-Large Commissioner for Unemployed

Secretary: Larry Miskel
Presiding Commissioner, Gasconade County

Treasurer: Darryl Griffin
Presiding Commissioner, Osage County

Executive Director: Bonnie J. Prigge

- Coordinating with the appropriate staff to prepare budgets, reports and statistics needed for internal operations;
- Overseeing the administration and marketing of the loan programs. Seeing that all federal and state and local guidelines are met, that deadlines for loan applications, closings, reports and requests for technical assistance are met in a timely manner;
- Developing plans and identifying methods for improvements in the operation and administration of the loan programs;
- Drafting, creating and assembling the components necessary to successfully apply for and implement new programs; and
- Performance of any other task assigned.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the Meramec Regional Planning Commission are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine job duties.

Qualifications

Graduation from high school or G.E.D, with preference given to candidates who have completed some college course work in public administration, business administration, economics, accounting and finance or other closely related fields of study. Two years of relevant experience is required, four years preferred. Skill in the preparation of written reports is desirable and competency in communication with public officials is essential. Must possess a valid driver's license. Must possess the ability to work well with co-workers, commissioners and the desire to work in a team atmosphere.

Physical Requirements

Constant use of hands and arms to type and write in order to complete necessary paperwork. Must be able to drive and/or ride long distance; night time driving is necessary. Must be able to converse by phone and in person with customers and clients. Must be able to sit long periods of time. Must be able to lift boxes of files to move them from one location to another. Must be able to kneel to go through files in lower level cabinets. Must be able to navigate rough, unimproved terrain to monitor projects within the Meramec Region.

Salary Range

The part-time salary range for this position is \$22,080 to \$26,000 per year, based on 25 hours per week.

Internal and External Application Information

Applicants should submit a resume to Meramec Regional Planning Commission, 4 Industrial Drive, St. James, MO 65559, Attn: Linda Loughridge, Fiscal Officer, or by email at lloughridge@meramecregion.org. Position is open until filled. EOE/AA.

Bonnie Pruggo

Date: 6/22/2021