



A Council of Local Governments
Serving the Meramec Area

MERAMEC REGIONAL PLANNING COMMISSION

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Meramec Regional Planning Commission, located in St. James, MO, plans to hire one full-time BUSINESS LOANS SPECIALIST. MRPC is accepting resumes for both a BUSINESS LOANS SPECIALIST II position and a BUSINESS LOANS SPECIALIST III position. Only one hire is planned, therefore job title and salary will be dependent on qualifications. This position is in-person, on-site at MRPC's St. James office. This job involves marketing, packaging, closing and servicing SBA 504 loans and regional Revolving Loan Fund loans as well as working with the Meramec Regional Development Corporation, an SBA Certified Development Company, coordinating its meetings and day-to-day operations.

BUSINESS LOANS SPECIALIST II

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;

Chairman: Mary Heywood
Representing the Unemployed

Vice Chairman: Darryl Griffin
Presiding Commissioner, Osage County

Secretary: Joey Auxier
Presiding Commissioner, Phelps County

Treasurer: Sean Wilson
Mayor, City of Waynesville

Executive Director: Bonnie J. Prigge

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- Maintaining basic mortgage files and loan servicing activities to meet the criteria for monitoring by auditors and oversight agencies and boards;
- 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.

Salary Range for Business Loans Specialist II

The salary range for this position is \$36,283 to \$45,000 per year.

BUSINESS LOANS SPECIALIST III

Classification: Non-Exempt

Nature of Work

Under the supervision of the executive director, assistant director or planning and development manager, the Business Loans Specialist III is an advanced level professional position with MRPC.

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

- Providing detailed information on the loan programs and application assistance to banks, businesses, community development groups 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 resources to assist local governments, development organizations and businesses;
- Assisting and coordinating development projects with MRPC grant staff;
- Researching, analyzing and organizing data into written reports using computer techniques, composition and editing skills;
- Processing loan applications, presenting loan applications to relevant boards and individuals, completing credit analysis and 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;
- Overseeing the preparation and dissemination of appropriate notices, agendas and report materials for loan board and commission meetings and following up on decisions made at those meetings;
- Preparing issues and briefing material and options for discussion and resolution by the loan board or other groups, identifying policy issues and drafting appropriate policy documents for consideration;
- Maintaining basic mortgage files and loan servicing activities to meet the criteria for monitoring by auditors and oversight agencies and boards;
- Coordinating with the appropriate staff to prepare budgets, reports and statistics needed for internal operations;
- Monitoring and reporting progress in training new staff and work with assigned staff to develop their skills and increase their knowledge and ability so they can handle increased responsibility;
- Overseeing the administration of the loan programs to see 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;
- Maintaining relationships with regional groups and financial institutions involved in business and economic development as well as state and federal funding agencies and organizations by attending regional, state and national meetings;
- 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
- Marketing of the loans programs, including participating in radio programs, issuing newsletters and other marketing efforts.
- 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 an accredited college or university with preference given to major course work in the fields of public administration, business administration, economics, or other closely related fields of study. A master's degree in any of the foregoing is desirable but not mandatory. Two years experience in either public or private economic/community development is preferred. Two years of relevant experience may be substituted for each year of college. Skill in the preparation of written reports is necessary and oral communication skills are mandatory. Must possess a valid drivers license. Must possess the ability to work well with co-workers, commissioners and the desire to work in a team atmosphere.

Salary Range: Business Loans Specialist II

The salary range for this position is \$52,454 to \$55,000 per year.

Physical Requirements

Constant use of hands and arms to input data into computer and use adding machine. Must be able to move boxes of files from one location to another and must be able to squat and stoop to retrieve low files. Must be able to sit long periods of time. Must be able to converse directly and by phone. Must be able to concentrate long periods of times.

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 J. Prigge

Executive Director

10-13-2023

Date: