

Summary of Duties: Develops and secures financing for small business, industrial and commercial development projects; plans, designs, prepares, reviews and processes loan packages for businesses, industrial and commercial development projects as part of a comprehensive economic development program of the Community Development Department, and performs related work.

Distinguishing Features: An Industrial and Commercial Finance Officer is responsible for the planning and coordinating of all activities related to loan processing and securing financing for industrial and commercial development activities of the Community Development Department. An employee in this class is responsible for developing and implementing methods for securing the participation of private lending institutions and other private and public entities in economic development projects. Additionally an Industrial and Commercial Finance Officer is also responsible for providing technical assistance to prospective clients and to professional staff. An Industrial and Commercial Finance Officer may supervise employees engaged in the processing of loan information and may assist the Chief Management Analyst develop new, innovative financing programs to enhance economic development activities of the Department. An employee in this classification works with a minimum of supervision and exercises considerable independent judgement. Assignments are received in terms of results obtained.

The classification of Industrial and Commercial Finance Officer is distinguished from other finance classifications in that the incumbents are solely involved in the analysis of commercial and industrial businesses for the purpose of enhancing economic development within the City. While the analysis of property is an element of this position it is limited to industrial or commercial property, no residential property analysis is involved.

Examples of Duties: Advises management and professional staff on the technical aspects of business, industrial and commercial financing. Develops financial policies and programs for new, innovative economic development programs, including the development of public private partnerships in financing, creative and innovative financing of economic development projects; acts as liaison with private and public lending institutions and with venture capital businesses; develops, implements and evaluates procedures and forms for loan interviewing, data gathering, loan processing, loan monitoring and loans workouts; conducts on site interviews with business leaders, examines business operation, financial records determines working capital and capital requirements, and capacity for growth; provides technical assistance to businesses on structuring loan documentation and assists in the development of loan packages for private financing; conducts indepth review of all loan applications including the analysis of financial statements, balance sheets, profit and loss statements, credit histories, income tax statements, business plans, proformas and

collateral documents, and general economic conditions specific to the industry or commercial activity; supervises employees engaged in processing loan documents; prepare and present funding recommendations to internal loan review committees and to City Council; negotiates the terms and conditions of all business, industrial and commercial development loans, coordinate loan closing and disbursement of funds.

Qualifications: A thorough knowledge of the theory, principals and practices of business, industrial and commercial finance, and commercial real estate finance; a thorough knowledge of federal, state, local and conventional financing programs available to commercial and industrial entities; a thorough knowledge of contractual agreements required in commercial and industrial financing and in commercial real estate financing; a thorough knowledge of the principles, practices, methods, techniques, and procedures involved in preparing and processing loan applications; a good knowledge of the practices, methods techniques and procedures for conducting financial and commercial property negotiations; a good knowledge of the major principles of financial analysis of business entities; a good knowledge of the major principles and practices, techniques of budgeting, personnel administration, organization and management as it applies to the operation of business entities; a good knowledge of computer based financial analysis software and spreadsheet application; a good knowledge of the laws and regulation related to equal employment opportunity and affirmative action; a working knowledge of the City personnel and administrative rules, policies, and procedures; a general knowledge of memoranda of understanding as they relate to subordinate personnel; the ability to supervise, plan, lay out, coordinate, direct and review the activities of subordinate personnel; the ability to explain program procedures and objectives to private and public entities, elected officials, members of the public and staff; the ability to prepare and interpret complex financial documents; the ability to prepare and present persuasive oral and written reports; the ability to deal tactfully and effectively with representatives of government and community organizations, financial institutions, City officials and the public.

Graduation from a recognized four year college or university with a degree in business or finance or related field and two years of experience in developing and implementing financing programs for commercial and industrial development at the level of Management Analyst is required for Industrial and Commercial Finance Officer. Experience of the specified type may be substituted on a year for year for year basis for each year of education lacking.

License: A valid California driver's license and a good driving record are required.

Physical Requirements : Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds, good speaking and hearing ability; and good eyesight.

Persons with medical limitation may, with reasonable accommodation, be capable of performing some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Rules 2,5 and Section 4.55 of the Administrative Code this specification is descriptive, and explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.