

CLASS TITLE: **Loan Processing Supervisor**

CHARACTERISTICS OF THE CLASS: Under general supervision, supervises and reviews the processing of housing rehabilitation and commercial loans and grants; and performs related duties as required.

ESSENTIAL DUTIES: Supervises the activities of personnel engaged in the administration and processing of loans for residential or commercial rehabilitation programs; oversees technical assistance provided to applicants; counsels and assists employees in evaluating loan or grant applications for eligibility and credit worthiness; reviews loan or grant application packages for accuracy and completeness; supervises the negotiation process and the preparation of closing documents; recommends approval of contract amendments in order to verify fund availability; supervises the preparation and distribution of fund statements; supervises and reviews the preparation and maintenance of reports and records.

RELATED DUTIES: Assists applicants in securing supplemental conventional loans as needed; attends community meetings to inform the public of the availability of housing rehabilitation loans and grants.

MINIMUM QUALIFICATIONS:

Training and Experience. Three years of progressively responsible experience in residential or commercial loan packaging and processing, or an equivalent combination of training and experience.

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

Ability to supervise and review the work of others. Ability to work for and with the public. Ability to train staff. Ability to operate a computer.

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

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.