

# EMPLOYMENT



# OPPORTUNITY

## **LOAN SPECIALIST #1947**

**Contract Position**

**Final Filing Date March, 25, 2010\* (opened 03/04/10)**

*\*The recruitment for this position may close any time after 14 days from the date it first posted if sufficient applications from qualified applicants are received. Therefore, it is important to submit your application as soon as possible.*

**\$5,486 - \$6,668 per month**

### **THE POSITION**

The City of Redwood City invites you to apply for the full-time 6-month contract position of LOAN SPECIALIST in the Planning, Housing and Economic Development Department. The Loan Specialist will be assisting property and business owners in acquiring loans and grants for financing home or business improvements, processing housing and commercial loans and grants, managing specific housing and economic development projects, and a wide variety of duties with emphasis on procedures associated with real estate lending, including underwriting. The incumbent will also work directly with staff involved in the administration of a federal grant (Community Development Block Grant) as well as revolving loan programs for housing rehabilitation and small business support. The Loan Specialist will be a contract employee of the City of Redwood City and will receive general supervision from the Planning, Housing and Economic Development Director and from a Planning, Housing and Economic Development Department principal or supervisor, and may receive and/or exercise technical or functional supervision from or over other Planning, Housing and Economic Development Department staff as is applicable to specific assignments.

Typical duties may include the following: Prepare loan documents including Deeds of Trust, Promissory Notes, Disclosure Statements, Truth in Lending statements, Loan Funding Agreements, lead based paint prohibition, insurance provisions, and escrow instructions for fund disbursement; process and schedule escrow loan closing; approve and process documents such as minor applications and invoices associated with the Home Rehabilitation Loan Program; prepare high quality written documents including some of a confidential nature, as well as specialized documents such as construction specifications, notes and deeds of trust, escrow instructions, other real estate loan documents, and Federal, state and county grant applications; check reports, records and other data for accuracy, completeness and compliance with federal requirements, and notarize documents; create and maintain complex filing systems; assemble material and prepare financial or statistical statements, requisitions, bills and other forms requiring the use of initiative and independent judgment; design data bases and tracking mechanisms in Excel or other applicable software as required; maintain and utilize Department of Housing and Urban Development (HUD) software to produce mandated reports for Consolidated Plan implementation and Grantee expenditures and benefit reports according to changing federal regulations; provide housing counseling to the general public, giving information on affordable housing programs, fair housing rights, department policies and procedures; receive complaints and requests for information on regulations, procedures, systems and precedents relating to assigned duties; organize and coordinate affirmative marketing presentations and efforts to potentially eligible applicants with low income and disproportional needs for public meetings, including verbal and written communication and scheduling; provide support to relevant city boards, committees, and commissions through the preparation of agendas, meeting notes, staff reports, and presentation materials; support the department's work in community building efforts by providing front line customer service, participating in community meetings, and facilitating written and verbal communication in English and Spanish.

### **THE IDEAL CANDIDATE**

Will embrace the City's emphasis on excellent customer service; will be detail-oriented and able to manage multiple tasks; will successfully perform work requiring analytical ability and be able to synthesize and summarize information; will use initiative and independent judgment; will perform work with a record of regular attendance and punctuality; will be a team player who likes working in a team environment and has a sense of humor.

## **MINIMUM QUALIFICATIONS**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Education & Experience**

Education equivalent to a Bachelor's Degree from an accredited college or university with major course work in business, finance, planning, public administration, or a related field. An Associate's Degree from an accredited college may be deemed adequate if education is supplemented with additional specialized lending courses and with additional relevant experience. Bilingual ability in Spanish and English, and ability to work in a standard office environment with some stooping, bending and minor lifting of files, binders, and marketing materials is required. Notary certification, or ability to obtain one within three months of employment, is highly preferred.

### **Knowledge of:**

- Loan underwriting and lending concepts
- Current Federal, state, and local programs including prevailing wage requirements relative to the department and position
- Real estate information tools including property title and profile reports, zoning and building codes; activity eligibility, expenditure and monitoring requirements of HUD relative to Federal programs

### **Ability to:**

- Analyze regulations and design reporting formats to meet the regulations
- Create and maintain complex filing systems for review and monitoring
- Perform technical and responsible work (including mathematical calculations) with speed and accuracy
- Make decisions in procedural matters without immediate supervision
- Prepare and maintain accurate and complete records and reports
- Use computer software, including Microsoft Word, Excel, and Power Point, as well as specific HUD software (e.g. CPMP, IDIS, and FederalReporting.gov)
- Prepare interest calculations with HT12C calculator or equivalent
- Understand and carry out both oral and written directions
- Communicate clearly and concisely in both oral and written form.
- Establish and maintain cooperative working relationships with those contacted in the performance of required duties

Must be in sufficiently good health to perform job duties. Possession of, or ability to obtain, an appropriate valid California Drivers license is required.

## **APPLICATION PROCESS**

### **Applications may be obtained in one of the following ways:**

1. Apply online at [www.calopps.org](http://www.calopps.org), Member City: Redwood City.
2. Visit our web site @ [www.redwoodcity.org](http://www.redwoodcity.org) to print the application form.
3. Call our 24-hour Job Hotline at (650) 780-7292.
4. Visit the City of Redwood City Department of Human Resources (Monday-Friday, 8am-5pm) at 1017 Middlefield Road, Redwood City, California 94063.

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Department of Human Resources upon submittal of application.

## **SELECTION PROCESS**

All applications and supporting materials will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job related qualifications.

The most appropriately qualified candidates will be invited to participate in the testing process, which may consist of a practical exam and an oral board interview. The specifics of the testing process will be communicated to those qualifying candidates. Prior to appointment, candidates will be required to pass a background check, at no cost to the candidate. Final appointment will be made by the Planning, Housing and Economic Development Director.

The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.

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**The City of Redwood City is proud to be an Equal Opportunity Employer!**

## **BENEFITS**

Benefits will be provided as follows (details will be outlined in the employment contract):

- Membership in Public Employees' Retirement System (PERS);
- A variety of health plans administered by PERS under a cafeteria plan including health insurance, health care and dependent care reimbursement;
- Dental insurance for employee and dependents.
- Vision care
- Employee Assistance Program
- Vacation at 10 days per year
- 13 paid holidays per year
- Sick leave – 12 days per year

## **CITY VALUES**

**We are an exceptional organization and a leader in the Bay Area. The values that guide us are:**

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

**THE CITY OF REDWOOD CITY IS A GREAT PLACE TO WORK!**

***Note: The provisions of this bulletin do not constitute an expressed or implied contract and any provisions contained in this bulletin may be modified or revoked without notice.***