



SAN JOAQUIN COUNTY

IS RECRUITING FOR THE EMPLOYMENT AND ECONOMIC DEVELOPMENT
DEPARTMENT

EEDD BUSINESS LOAN MANAGER

RECRUITMENT ANNOUNCEMENT 0415-RB0610-01



Workforce Investment Board

MISSION STATEMENT

Bringing together the
resources of the community
to help job seekers find the
right jobs and help
employers meet their
business needs

San Joaquin County Human Resources
44 N. San Joaquin St., Suite 330
Stockton, California 95202
(209) 468-3370
sjgov.org/hr

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THE POSITION

The Employment and Economic Development Department (EEDD) Business Loan Manager is a single-position classification responsible for administering the loan programs of EEDD. The incumbent models a strong work ethic and leadership skills and helps assure that all assigned programs and operations are in compliance with state, federal and local requirements, regulations and policies. The ideal candidate possesses keen analytical skills, uses intuition and experience to complement data, and understands the goals and objectives of business financing as an economic development tool, with the ultimate goal to increase the economic viability of San Joaquin County.

MINIMUM QUALIFICATIONS

PATTERN I

Experience: Two years as an EEDD Business Loan Officer in San Joaquin County.

PATTERN II

Education: Graduation from an accredited four-year college or university with a major in business administration, public administration, economics or related field.

Experience: Four years experience in commercial banking, economic development or business loan administration, which includes underwriting and structuring loans to small and mid-sized businesses, including at least one year in a supervisory position.

AND

License: Possession of a valid California driver's license.

Certification: Economic Development Finance Professional Certification is desirable.

THE DEPARTMENT

EEDD provides employment training, education and economic development services. It serves as staff to the Workforce Investment Board (WIB), the Economic Development Association (EDA) and the Revolving Loan Fund (RLF). The EDA provides business counseling and loan processing assistance for a number of business loan programs ranging from Small Business Administration loans to the Revolving Loan Fund.

SAN JOAQUIN COUNTY

A land of beauty, recreation and natural riches - from the waters of the Delta to the vines of the wine, San Joaquin County has it all.

San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy California beauty and nature, or music, arts and culture. San Joaquin County has what you're looking for.

ARTS & CULTURE



Enrichment and entertainment can be found at many venues throughout the county: the Haggin Museum, San Joaquin County Historical Museum, Children's Museum of Stockton, Stockton Arena, Stockton Symphony, Stockton Civic Theater, Bob Hope Theatre, Lodi's Hutchins Street Square, Tracy's Grand Theater, Concerts in the Park, the local colleges and many galleries. Art, music, dance and theater choices abound.

Over 60 languages are spoken in one of the most ethnically diverse communities in California.

A constant celebration of cultures is found in the numerous festivals throughout the year that invite all community members to share food, music, dance, folklore, customs and traditions.

RECREATION

San Joaquin County government operates nine community parks for boating, hiking, camping, picnicking, swimming and organized sports. The Downtown Stockton Arena and Ballpark, local college teams and sports complexes throughout the county provide both athletes and fans the chance to enjoy sporting events.

Enjoy the beauty of Lodi Lake Park and Nature Area and the Woodbridge Ecological Reserve. Micke Grove Park offers a zoo, amusement park, the Japanese Garden and the San Joaquin County Historical Museum to delight both children and adults.

The Sacramento-San Joaquin Delta offers the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Marina to north of Sacramento and offering access to the San Francisco Bay.

AGRICULTURE

The county is one of the most agriculturally rich regions in California and is the number one producer, statewide, of asparagus. Twenty-four thousand acres of county farmland is dedicated to production of this crop.

Weekly farmers markets throughout the county offer an abundance of fresh fruit and vegetables and artisanal goods. Fruit stands and pick-your-own produce farms dot the countryside. In recent years, the leading crop in the county has been wine grapes. Over 80 wineries within the Lodi Appellation offer opportunities for tasting and special events.



EDUCATION

From preschool to higher education, the county has an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College and Law School, and San Joaquin Delta Community College offer a wide variety of educational choices. The county's 14 school districts and 200 school sites provide families with a wide choice for children's educational development, including traditional schools, charter schools and alternative education, in addition to an excellent selection of private educational institutions.

HOUSING

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas. Make San Joaquin County your new home. Housing ranges from new developments to established subdivisions to stately historic districts to peaceful country living and every type of housing in between.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.

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COMPENSATION PACKAGE

Monthly Salary: \$5,949 - \$7,233

In addition to base salary, the County offers a comprehensive compensation package that includes:

- ◆ 1937 Retirement Act plan — reciprocity with CALPERS
- ◆ 125 Flex Benefits Plan
- ◆ 12 days sick leave annually with unlimited accumulation
- ◆ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years and 23 days after 20 years)
- ◆ 10 paid holidays per year
- ◆ 10 days administrative leave per year

For more benefit information, please access the county's benefits web site at: www.sjgov.org/hr/Programs/Benefits

APPLICATION & SELECTION

Completed application package including supplemental questions must be submitted to the Human Resources Division by the final filing date:

May 29, 2015

Apply online: www.sjgov.org/hr

OR

submit your completed application package to:

San Joaquin County Human Resources
Attn: Evelyn Oliveira
44 N. San Joaquin Street, Suite 330
Stockton, CA 95202
phone: (209) 468-8579
e-mail: eoliveira@sjgov.org

***San Joaquin County is an
Equal Opportunity Employer***

All applications will be reviewed for qualifications. Qualified applicants will be invited to participate in an oral examination interview, with the top scoring candidates being referred to the Director of Employment and Economic Development for the hiring interview.

TYPICAL DUTIES

Typical duties include the following:

- ◆ Plans, organizes and directs the work of staff engaged in review, analysis and preparation of loan proposals/packages, analyzes and interprets local, state and federal lending policies and procedures.
- ◆ Prepares and reviews correspondence, statistical reports and administrative plan guidelines for submission to EEDD Economic Development Director; prepares assigned budget for submission to EEDD Economic Development Director and/or Director Employment & Economic Development and applicable agencies.
- ◆ Organizes, reviews and analyzes loan proposals for presentation and action by Board of Directors and other financing sources; prepares closings and terms and conditions of loans; manages the collection of loan payments and the overall Revolving Loan Fund portfolio performance.
- ◆ Works closely with legal counsel to insure compliance of loan documentation to local, state and federal regulations; protects the assets of the Revolving Loan Fund if loan defaults.
- ◆ Works in close collaboration with legal counsel to resolve problem loans including foreclosures, repossessions, loan compromise and bankruptcy.
- ◆ Participates in the development of marketing strategies to insure success of EEDD loan programs; participates in public seminars and conferences; may act as department spokesperson on matters related to the EEDD Business Loan Programs.
- ◆ Meets with Director Employment & Economic Development and EEDD Economic Development Director regarding office performance, policies and Procedures; prepares agenda items on loans Recommended for approval to the loan boards and the Board of Supervisors; prepares monthly, quarterly, semi-annual and annual reports on the status of all loan activities.

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SUPPLEMENTAL QUESTIONS

Submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Number your responses and address each question separately, with a limit of one page per question. Provide a ***detailed description*** of your experience including **employer name, position title and dates of employment with each answer.** These questions will be reviewed in evaluating your qualifications.

1. Do you possess two years of experience as a Business Loan Officer in San Joaquin County?
2. Did you graduate from an accredited four-year college or university with a major in business administration, public administration, economics or related field?
3. If you answered "yes" to Question 2 above, list the name of the school, type of degree obtained, and major.
4. Describe your experience in commercial banking, economic development, or business loan administration.
5. Describe your experience with underwriting and structuring loans to small and mid-sized businesses.
6. Describe your supervisory experience in commercial banking, economic development, or business loan administration, including the number of employees you directly supervised and their job titles.
7. Do you possess a valid California driver's license? If yes, include expiration date: