

CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION

POSITION DESCRIPTION

Position: Economic Development Specialist II

Reports To: Regional Planning Manager

Position Purpose:

Under the supervision of the Regional Planning Manager and with guidance from the Fiscal Manager manages the CDBG and CSBG commercial lending portfolios, providing appropriate notices and letters on problem loans, preparing and marketing lending packages, developing computerized site inventory, working with villages on promotion of economic development, reporting Economic Development to State and EDA and as appropriate analyzing economic development loans for organizations such as a Community Development Corporation (CDC) or an Economic Development District (EDD).

Dimensions:

Assists in managing multi-million dollar commercial loan portfolio. Assists in providing a staff role for one or two separate corporations such as CDC or EDD. With guidance analyzes the viability of 10-20 lending projects each year.

Works with 5 to 10 villages in promoting economic development projects, sites and plans and in developing economic development policies, plans and program and assists in developing TIF Districts.

Administers the County portion of joint Champaign County - City of Champaign Enterprise Zone and coordinates Enterprise Zone activities with municipal zone administrators. Files annual report with County Clerk and handles one or two ordinance changes each year.

Nature and Scope:

The Economic Development Specialist reports to the Regional Planning Manager but also will take direction from the Fiscal Manager or CEO as appropriate. The Specialist assists in marketing new loans through banks and related economic development organizations throughout Champaign County and may occasionally work on contract for units of government outside Champaign County.

The Specialist manages CDBG and CSBG lending portfolios including monitoring of loan payments, monitoring job creation efforts, and under supervision preparing timely responses for problem loans. To a lesser extent but following similar procedures monitoring owner-occupied and rental rehabilitation loans on behalf of the County and Rantoul, with these portfolios containing over 50 loans.

Economic Development Specialist Position Description

As assigned assists in analyzing quality of financial worthiness and analysis of business plans of potential loan clients to identify the credit worthiness of clients. Under guidance establishes working relationships with banks, state agencies, other economic development practitioners and related parties to generate new initiatives. Also, as directed may restructure loans because of problems encountered and advising boards of desirability of placing additional assets at risk.

Principle Accountabilities:

Serves as technical back up in the process of negotiating terms, conditions, and collateral positions of commercial lending projects. . Generates appropriate letters to help rectify problem loans. Lending activities usually will be closely supervised by Regional Planning Manager, while all loans must be approved by CSBG loan committee, the County Board, or other appropriate entity.

Provides support to the East Central Economic Development District.

Operates fiscal impact models.

Helps to market new projects particularly in the area of commercial lending for economic development. Markets related projects to smaller villages. Creates and administers TIFs.

Researches and applies for new loan fund capital.

Other related activities as assigned.

Professional Requirements:

Bachelor's Degree in Business Administration, Finance, or related field and one year of experience in economic development, commercial lending, land-use planning or related field. Requires understanding of economic statistics and the components of a successful economic development program and the abilities to use a personal computer, perform complex financial analysis, communicate effectively in oral and written form, and to handle orderly program development.

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