

CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION

POSITION DESCRIPTION

Position: Economic Development Specialist

Reports To: Economic Development Manager

Position Purpose:

Under the supervision of the Economic Development Manager and with guidance from the Budget Director 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, 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 40 to 60 commercial loans with a total value up to \$5,000,000. Assists in providing a staff role for one or two separate corporations such as CDC or EDD.

Works with 5 to 10 villages in promoting economic development projects, sites and plans or land use planning activities such as consulting in regard to subdivision and zoning ordinances and land use policies. With guidance analyzes the viability of 10-20 lending projects each year.

Nature and Scope:

The Economic Development Specialist reports to the Economic Development Manager but also will take direction from the Budget Director or Executive Director 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. Helps to market new projects particularly in area of commercial lending for economic development. Marketing related projects to smaller villages. Generating appropriate letters to help rectify problem loans.

Lending activities usually will be closely supervised by Economic Development Manager, while all loans must be approved by CSBG loan committee, the County Board, or other appropriate entity.

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 ability to use personal computer, perform complex financial analysis, communicate effectively in oral and written form, and ability to handle orderly program development.

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