

CLASS TITLE: REHABILITATION FINANCE SUPERVISOR

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for supervising and coordinating the work of subordinates involved in the determination of eligibility, financial soundness, credit worthiness, and other criteria utilized to administer federally funded grants; and performs other related assigned duties.

ESSENTIAL TASKS:

- Supervises all financial and eligibility activities related to rehabilitation programs
- Plans, supervises, reviews, and directs the work of assigned staff
- Reviews documentation and renders decisions regarding eligibility
- Reviews, analyzes, and processes grant and loan applications
- Creates and maintains documentation of deposits and disbursements from escrow funds
- Oversees preparation of forms, documents, and other information necessary for documenting each case
- Supervises records and maintains all permanent files
- Administers, reviews, and monitors third party contracts
- Interprets federal regulations and guidelines
- Coordinates the monitoring and servicing of delinquent accounts
- Analyzes programs, policies, and procedures to make recommendations for improvement
- Works with homeowners, bankers, mortgage companies, agencies, and neighborhood groups
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business administration, finance, real estate or related field, and two (2) years experience in commercial loan, mortgage banking and/or other loan processing; or an equivalent combination of training or experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of federal regulations governing financial requirements for rehabilitation. Ability to interpret federal guidelines as they apply to individual applications for financial assistance; ability to establish and maintain complete and accurate files on rehabilitation; ability to plan programs and assign work; ability to communicate effectively both verbally and in writing; ability to collect data, prepare reports, and perform necessary mathematical, statistical, and financial calculations; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting up to 20 pounds; occasional carrying up to 10 pounds; may be subject to walking, standing, sitting, balancing, bending, kneeling, handling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certification: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 1015

EEO Code: E-02

Pay Code: EX-32

Group: Engineering, Planning and Technical

Series: Subprofessional Engineering and Technical

Effective Date: July 1, 2000