



ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT EMERGENCY APPOINTMENT OPPORTUNITY NOTICE

INDUSTRIAL AND COMMERCIAL FINANCE OFFICER I (9191-1)

Annual Salary: \$87,048.72 to \$127,242.72

OVERVIEW

The Economic Development Division (EDD) of the Economic and Workforce Development Department offers over \$600 million in direct and indirect financing and technical assistance programs that promote business growth and job creation, with a focus on underserved, economically challenged areas in the City of Los Angeles. The Industrial and Commercial Finance Officer in the EDD performs a critical role as an underwriter and analyst focused on transactions and investments in commercial and industrial businesses for the purpose of enhancing economic development within the City.

RESPONSIBILITIES

An Industrial and Commercial Finance Officer I (ICFOI) is responsible for planning and coordinating all activities related to loan underwriting; securing Council approval for the financing of industrial and commercial development activities; contract development and execution; and management of loan disbursements and project compliance. This position reviews and analyzes funding requests to make recommendations regarding soundness and overall feasibility; provides technical assistance to loan applicants in loan packaging, structuring and securing financial assistance for projects; negotiates loan terms and conditions, underwrites requests according to program guidelines, analyzes financial records of borrowers, and prepares the documentation needed to secure funding and approval. This position also supervises staff performing duties related to portfolio management; the monitoring of Federal, State, and local requirements related to job creation; and marketing and outreach.

The ICFOI is also responsible for maintaining an organized record of up-to-date proof of insurance, financial statements, evidence of collateral, performance reporting, and site visits for EDD's loan and grant portfolio; and developing and implementing strategies to bring delinquent loans current in workout situations. This position also oversees all Federal, State, and local monitoring requirements; tracks Site Specific Tax Revenues income; and works closely with the Office of the City Attorney and outside specialists on legal proceedings, foreclosures, public sales, and the disposition of special assets.

REQUIREMENTS

1. Graduation from a recognized four-year college or university with a degree in business or finance or related field; **and**
2. Two years of full-time paid professional experience in a class at the level of Management Analyst or in a comparable position within an agency or organization other than the City, which provides experience in developing and implementing financing programs for commercial and industrial development, including business credit analysis and financial analysis of industrial and commercial development projects.
3. Valid California driver license and good driving record.

Note: For qualifying work experience gained outside of the City of Los Angeles, the term "professional experience" means work experience in a position that requires the possession of a four-year degree from a recognized college or university in order to obtain that position. Therefore, to be considered "professional", non-City qualifying experience must be gained in positions held after obtaining a four-year degree.

Candidates must meet the minimum eligibility requirements by the application deadline date.

HOW TO APPLY

Interested candidates should submit their resume detailing applicable background and work experience, and a completed City job application by mail or email to:

Economic and Workforce Development Department
Human Resources Division, Attention: Cynthia Winston
1200 W. 7th Street, 4th Floor
Los Angeles, CA 90017
E-mail: Cynthia.Winston@lacity.org

Applications may be downloaded at per.lacity.org/appform.htm **Incomplete applications will not be accepted.**

APPLICATION DEADLINE

Filing period may close at any time once sufficient applications are received.

SELECTION PROCESS

Applications will be thoroughly reviewed to determine a reasonable number of candidates with applicable background and experience to interview. As a part of the selection process, each qualifying candidate's personal and professional qualifications will be reviewed relative to those of other candidates. The candidates who present qualifications most closely related to those necessary for this position will be invited to participate in the interview process. A written performance exercise will be given.

NOTE:

The Industrial and Commercial Finance Officer position will be filled through an emergency appointment. An emergency appointment is a temporary appointment that is subject approval from the City's Personnel Department and it cannot exceed one year (City Charter Section 1013). In order for an emergency appointment to be made permanent, a candidate must take the Civil Service examination and obtain a high enough score to be selected for a permanent appointment.

***Additional information concerning Emergency Appointments is attached to this bulletin.**

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services and activities. Please call (213) 744-7274 if you need assistance.

EMERGENCY APPOINTMENT INFORMATION SHEET

Prior to accepting an emergency appointment, you should be aware of the following information:

An emergency appointment is not a regular appointment. It is a temporary appointment which does not require that you successfully compete in a Civil Service examination process. The appointment may not exceed one year and must be terminated immediately when a regular appointment can be made from an eligible list. No emergency appointment can exceed one year. (City Charter Section 1013).

In order to receive an emergency appointment, you must submit a completed, signed City application form which will be provided by the Personnel Department along with the Emergency Nomination Form completed by the employing department. If you meet the minimum qualifications for the examination for the class to which you have been nominated for an emergency appointment, you will need to submit an application for the next administration of that examination. You will be required to complete and submit a new application to the Personnel Department when the examination is open for filing.

If you are a City employee (received a regular appointment) and you accept an emergency appointment, **you will automatically be on “protective” leave. This means you may automatically return to your former position at the end of the emergency appointment.**

If you are not currently a regular employee of the City of Los Angeles when you accept the emergency appointment and you cannot be appointed from an eligible list at the termination of your emergency appointment (one year or establishment of an eligible list, whichever comes first), you will be terminated from City employment.