



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LOAN ADMINISTRATION OFFICER	37	B	7.174

Under general direction, the Loan Administration Officer administers a single and/or multi-unit housing program within the Department of Business and Industry, Housing Division. The incumbent reports to the Deputy Administrator or the Management Analyst IV and may be responsible for supervising one or more Loan Officers or Compliance/Audit Investigator II positions.

Administer a single and/or multi-family housing program by planning and coordinating activities and directing implementation; assess program weaknesses and make recommendations for improvements; develop office controls and processing systems for the efficient and effective flow of work and funds.

Supervise and evaluate the performance of professional and technical staff to include selection, training, motivation, work assignment and review, and discipline.

Assist in the development of the annual work plan including determining housing priorities and providing procedures and programs based upon information gathered and analyzed.

Review and evaluate applications and supporting documentation, determine eligibility, and make recommendations for approval or denial; notify applicants of determinations.

Conduct training workshops on project compliance and the completion of required documentation.

Conduct and/or direct staff in analyzing and underwriting applications.

Manage a single-family and/or multi-family portfolio to ensure compliance with program, federal and State requirements and regulations; monitor single-family delinquency levels to ensure bond ratings on new issues are not jeopardized.

Review reports, income verifications, tenant certifications and conduct on-site physical inspections to determine physical condition of the project and compliance with regulations; notify project owners of non-compliance and follow up to ensure resolutions.

Review and analyze budget, expense and financial statements on existing projects for compliance and potential defaults on loans and agreements.

Monitor servicer activities, research problems, and develop, implement and monitor courses of corrective action to ensure compliance with federal and State requirements and regulations.

Monitor federal and State legislation and regulatory processes regarding issues pertinent to multi-unit housing projects; make recommendations for necessary program changes.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, finance, accounting or related area and three years of progressively responsible financial experience in mortgage lending or mortgage loan administration; **OR** graduation from high school and five years of progressively responsible financial experience in mortgage lending or mortgage loan administration; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: Department of Housing and Urban Development (HUD) guidelines, Federal Housing Administration (FHA) insured, Veterans Administration (VA) guaranteed, private insurance and Housing Division laws and regulations pertaining to single-family and multi-family mortgage lending; supervisory techniques including selection, training, motivation, work assignment and review and discipline; rules, regulations and policies as related to loan delinquency requirements and procedures. **General knowledge of:** Internal Revenue Service (IRS) Code related to either a single-family or multi-family mortgage revenue bond program. **Ability to:** compute ratios, rates and percentages to calculate income ratios, determine liquid assets and calculate gains and losses of interest; analyze and interpret a variety of rules and regulations related to single and multi-family mortgage lending; analyze a variety of factors pertaining to credit and mortgage analysis such as budget, expense and financial statements; make oral group presentations to explain new programs and program procedures; establish and maintain cooperative working relationships. **Skill in:** written English sufficient to compose reports and business correspondence.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: Low-Income Housing Tax Credit Program pertaining to multi-family housing programs; mortgage credit analysis related to single-family and multi-family loan processes; analysis of financial statements to determine project feasibility; mortgage and real estate transactions applicable to the purpose of loans by the Housing Division from various lending institutions. **Ability to:** evaluate situations and analyze data related to determining risk and ensuring compliance; set priorities which accurately reflect the relative importance of job responsibilities with others.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.174

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