



## **MDA-ASSOCIATE MANAGER SENIOR, FINANCE**

### **CHARACTERISTICS OF WORK:**

This is senior-level professional work with responsibility for marketing available financing services provided through state-supported loan and bond programs to attract business and industry to the State, to assist and encourage existing business expansion, and to coordinate all servicing activities related to the financing programs. The employee conducts financial analyses; formulates credit policies and procedures; approves, processes, closes, and services loans; develops and refines financing programs and guidelines; and recommends legislation related to finance programs. Excellent verbal and written communication skills, a thorough knowledge of financing alternatives, and knowledge of personal computers are required in the performance of the job duties. Supervision is received from an administrative superior.

### **EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Serves as advisor to individuals and representatives of business, industry, governmental entities, and planning and development districts on financial and technical matters pertaining to loan and bond assistance.

Coordinates finance and incentive programs with staff engaged in other phases of economic development.

Implements credit procedures and policies for loan reviews.

Conducts credit analysis and presents recommendations on loan and bond financing to the Board of Directors of the Mississippi Business Finance Corporation and/or Mississippi Development Authority.

Researches and develops finance programs to address gaps in existing services and to maintain program competitiveness.

Recommends legislation to include preparing amendments, writing legislative summaries, and preparing fiscal notes.

Assists the banking community, planning and development districts, and governmental entities with analyzing, packaging, and closing loan applications and advises on loan delinquencies.

Coordinates the preparation of documents for bond financings.

Coordinates and monitors all aspects of the bond allocation process and Certificates of Public Convenience and Necessity.

Maintains and monitors all funds through which programs are financed to include the approval and processing of payments, collection of accounts receivable, distribution of delinquency notices, and preparation of financial statements.

Coordinates all servicing functions to include obtaining application information, monitoring the approval process, preparing closing documents, filing security instruments, and supervising data base entry and preparation of statistical reports.

Conducts seminars for the public and private sectors on available financing programs and credit policies.

Performs related or similar duties as required or assigned.

**COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

**PUBLIC SECTOR COMPETENCIES:**

**Integrity:** Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work. Meets deadlines. Work product is of a high quality. Follows through on assigned tasks until they are completed correctly. Takes ownership of tasks and duties.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meet and/or exceed the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers. Obtains first-hand customer information and uses it to improve projects and/or services.

**Accountability:** Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward for state assets. Steadfastly persists in overcoming obstacles and pushes self for results.

Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards and mistakes. Knows the organization's mission and functions and how it fits into state government.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

Encourage and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit. Works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork. Continuously evaluates, adapts, and copes effectively with change. Allows self and others to make mistakes and learns from those mistakes. Adheres to high ethical standards.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross-cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict issues. Encourages others through positive reinforcement. Expresses facts and ideas both verbally and in writing in a clear, convincing and organized manner, helping others translate vision into action. Models appropriate behavior. Recognizes and develops potential in others; mentors. Builds constructive and effective relationships.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives nonverbal cues, such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information. Listens to others and responds appropriately. May make oral presentations. Communicates ideas, suggestions and concerns as well as outcomes and progress throughout the course of an activity. Provides thorough and accurate information. Can accurately restate the opinions of others even when he/she disagrees.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills. Uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas. Is committed to and actively works to continuously improve himself/herself.

## **TECHNICAL COMPETENCIES:**

**Technical Proficiency:** The ability and willingness to exhibit competency in the technical areas needed to do a specific job.

Reads, comprehends, and correctly applies all rules, regulations, and policies applicable to work assignments. Performs work with a minimum amount of supervision in areas that are familiar. Stays current with changes to agency rules and regulations as they apply to program guidelines. Knows how to properly analyze data to ensure that proper recommendations in connection with funding specific projects are made. Demonstrates the ability to effectively conduct research for decision-making purposes. Knows how to communicate, both verbally and in writing, program guidelines in a clear and knowledgeable manner. Demonstrates a sound working understanding of

Microsoft Excel, Word, and PowerPoint. Properly prepares and distributes grant and loan documents. Knows how to conduct effective training for grant program recipients. Follows appropriate procedures when collecting data to perform desk and on-site monitoring of grants and loans. Demonstrates a sound understanding of banking and finance principles.

**Workflow Management:** The ability and willingness to perform work within defined specifications and timelines and to manage conflicting priorities.

Operates under specific time constraints and within specified deadlines. Effectively prioritizes tasks in order to meet deadlines. Works on appropriate priorities to get the job done. Demonstrates a willingness to work flexible hours to accommodate deadlines. Performs assignments involving collaboration with other divisions in a timely manner. Works with direct clients in a timely manner when assisting them with their business needs. Follows HUD guidelines when developing and submitting reports. Utilizes "checkpoints" to ensure that work is completed on time. Carefully follows standard operating procedures (when available) when completing work assignments. Proactively seeks out feedback and advice from others when trying to establish priorities when unsure.

**Problem Solving/Decision Making:** The ability and willingness cooperate with other employees in identifying and solving problems in order to effectively and efficiently complete assigned tasks.

Exhibits ability to identify and address issues. Ensures that all problems encountered are addressed at the appropriate level and communicates all relevant information on a timely basis with accuracy and completeness. Exercises sound reasoning. Displays the ability and willingness to work with other offices or other divisions in order to collectively complete assigned tasks or problems as that arise. Collaborates effectively with staff from other departments to address problems as they arise. Seeks assistance from appropriate sources when trying to solve problems. Knows how to conduct effective research for decision-making purposes. Knows when it is appropriate to handle a problem personally and when it is time to delegate it. Deals professionally and effectively with grant recipients on a statewide basis. Collaborates professionally and effectively with administrators, lenders and housing agency personnel. Familiarizes him/herself with his/her employees' strengths and weaknesses in an effort to better understand how his/her employees address problem situations. Proactively discusses problem situations with staff from other departments in an effort to gain additional perspective and feedback. Demonstrates the willingness to admit mistakes (and learn from them).

**Stakeholder Relations:** The ability and willingness to interact and communicate effectively with stakeholders.

Proactively provides stakeholders with proper information in an effort to reduce occurrences of future problems. Supports the agency mission and goals in all interactions with internal and external stakeholders. Acts as an advocate for agency policy. Shares an appropriate level of information to stakeholders so as to minimize the perception of "inside information." Serves as an effective statewide representative for the Homebuyer Assistance Program. Demonstrates the ability to share the division's policies with stakeholders in a manner that is both clear and informative. Collaborates effectively with the Mayor's office and Board of Supervisors in connection with grant program activities. Conducts effective training and implementation workshops. Maintains appropriate contact with development allies (e.g., attends and participates in relevant meetings and workshops). Proactively offers advice and constructive criticism in connection with ways to improve division practices.

**ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Coordinates financial servicing activities and advises business oriented individuals about financial and technical matters.
2. Monitors and coordinates aspects of bond allocation and loan procedures, such as recommendations on loan financing and preparation of documents for financing.
3. Facilitates programs and services to aid the community in economic development.

**MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**PHYSICAL REQUIREMENTS:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Light Work:** May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Depth Perception:** Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

**Accommodation:** Ability to adjust focus.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening skills.

**Motor Coordination:**

While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

**EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

**Education:**

A Master's Degree from an accredited four-year college or university,

**AND**

**Experience:**

Three (3) years of professional experience in the field of banking or finance;

**OR**

**Education:**

A Bachelor's Degree from an accredited four-year college or university,

**AND**

**Experience:**

Four (4) years of experience in work related to the above described duties, three (3) years of which must have been professional experience in the field of banking or finance;

**OR**

**Experience:**

One (1) year of experience as a DECD-Associate Manager, Finance.

**INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.

**Additional essential functions and behavioral anchors may be identified and included by the hiring agency.**