

Job Description

Job Title	Program Manager (SSBCI)		
Job ID	10067		
Date Opened	02/24/2020		
Date Closed	03/09/2020		
Location	1050 1st Street, NE		
Full/Part Time	Full-Time	Type of Appointment	Career Service - Reg Appt
Regular/Temporary	Regular		
Agency	SR	Insurance, Securities and Bank	
Area of Consideration	Open to Public		
Grade	14		
Bargaining Unit	CH11	Non Union - Chapter 11	
Minimum Range	\$107,843.000000	Maximum Range	\$150,979.000000
Target Openings	1	Available Openings	1

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General Job Information

Introduction

This position is located in the Banking Bureau of the D.C. Department of Insurance, Securities, and Banking. The incumbent will be responsible for managing the State Small Business Credit Initiative (SSBCI). The incumbent performs analyses of small business loan applications received from lenders participating in the SSBCI-DC BizCAP and other credit support programs. The incumbent reviews loan applications received from commercial lenders to determine compliance with applicable District and Federal laws and regulations and assists with the development and administration of programs involving venture capital, loan participation, collateral support and loan guarantees. The incumbent will also be responsible for coordinating with the Department of Small and Local Business Development and small business development centers on program marketing and the intake of loan applicants.

DUTIES AND RESPONSIBILITIES

Plans, directs, evaluates and supervises activities of the SSBCI-DC BizCap program.

Maintains current knowledge of loan programs, policies, procedures, guidelines, and regulations in order to better meet the needs of the business community.

Establishes and manages relationships with loan officers and loan specialists; provides information and training on program guidelines and encourages small business lending.

Reviews loan agreements to ensure information is accurate and complete; in compliance with program policy; and consistent with the lenders' established underwriting criteria.

Ensures loans are processed and funds distributed in a timely matter.

Obtains and evaluates loan applicant's credit histories, corporate financial statements, and other relevant financial information for program loan requirements and compliance, reviews and updates loan and credit files.

Ensure that employees are maintaining the loan files and keeping up with reporting requirements. Ensure the collection annual fees and job data. Manage outreach efforts on behalf of the program and the Banking Bureau.

Performs other related duties as assigned.

QUALIFICATIONS AND EDUCATION

Applicants must have one (1) year of Specialized Experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression.

Bachelor's Degree is preferred.

LICENSE AND CERTIFICATION

None

PROMOTION POTENTIAL: No known promotion potential

Working Conditions/Environment

The work is typically performed in an office setting, but the incumbent may from time to time be required to perform duties outside of the office. The incumbent may be required to carry and lift light items such as books and files weighing no more than 25 lbs.

Other Significant Facts

Promotion Potential: No known promotion potential

Duration of Appointment: Career Service - Regular Appointment

Pay Plan, Series and Grade: CS-0343-14

Position Designation: The position has been deemed security sensitive. Accordingly, the incumbent will be subject to pre-employment checks (criminal background checks, consumer credit check, traffic record checks, if applicable) as a condition of employment, and will be subject to periodic criminal background checks for the duration of your tenure.

" If the position you are applying for is in the Career, Management Supervisory, or Educational Services at an annual salary of one hundred fifty thousand dollars(\$150,000) or more, you must establish residency in the District of Columbia within one hundred eighty(180) days of the effective date of the appointment and continue to maintain residency within the District of Columbia throughout the duration of the appointment."

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.