

U.A.A.C.O.G.

EMPLOYMENT ANNOUNCEMENT

Announcement Date: January 5, 2018

Position Title: Upper Arkansas Area Development Corporation (UAADC) Administrator

Contact Person: Judy Lohnes

Hours: Full time – 40 hours per week

Salary: \$48,000 - \$54,000 depending on experience

Closing Date: open until filled

Would like to have position in place before April 1

Position Location: UAACOG Administrative Offices, 3224 Independence Road, Canon City, Colorado.

POSITION DESCRIPTION:

The UAADC Administrator markets the UAADC Business Loan Fund (BLF) program to consumers, banks, and other Federal and State lending institutions. The administrator is also responsible for Loan portfolio management and growth; past due loan collections; and special asset management. Other duties include loan write-ups and presentations to the loan committee, coordinating services with SBDC and other partners and providing the necessary information to the agency attorney for loan closings.

The UAADC Business Loan Program serves a six county area including Fremont, Chaffee, Lake, Custer, Park and Teller Counties. The Administrator will travel throughout the six counties to carry out the position duties in an equitable fashion.

In addition, the UAADC Administrator also serves as the Enterprise Zone Administrator for the region. The Administrator also works closely with the State Demography Office on demography statistics for the region, as well.

REQUIREMENTS:

The UAADC Administrator should:

- Have a degree or certification in a related field, with proven written and oral communication skills
- Have proficient understanding of commercial lending, closing documents, and business financial statements
- Have a working knowledge of Microsoft Office software

- Develop, maintain and build good working relationships with businesses, community members, volunteers and consultants with which the agency works
- Be comfortable making public presentations and working directly with clients and Loan Committee
- Be comfortable traveling throughout the six-county region

Submit application (http://www.uaacog.com/images/Employment_Application_Form.pdf) and resume to:

Judy Lohnes, Executive Director
Upper Arkansas Area Council of Governments
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Canon City, CO 81212
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