JOB DESCRIPTION

POSITION: Jr. Agricultural Loan Officer (Salinas)
Salary Range: $55,000 - $65,000 Depending on Qualifications
Full-Time, Non-Exempt Job Position

ROLE: Shares responsibility for the agricultural loan portfolio; participates in the development and recommendation of farm loan objectives, policies and practices and provides guidance to officers engaged in farm loan activities. Responsible for meeting the organization’s goals in relation to farm loans. Ensures that maximum profitability and productivity is achieved without impairing the quality of loans or the level of customer service. Reports to the Chief Credit Officer (CCO).

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Works closely with other agricultural loan officers in the Salinas and Santa Maria offices. Responsible for the preparation of loan proposals, for their eventual review by credit administration, loan committee and board of directors.

2. Contribute to the development and implementation of an overall marketing program for loan officers, which will result growth in loan guarantees and direct loans for the northern division. Assist loan officers in marketing & outreach efforts with farms and businesses.

3. The intake and processing of potential direct/agricultural loans. The Loan officer prepares and presents loan proposals and loan analysis to credit administration and loan committee and if recommended, to the board of directors. The loan proposals must be clear, concise and outline the specific risks inherent with the credit. The loan officer must review all presented documents formulating a loan proposal and provide succinct, accurate analysis. Once the loan has been disbursed, the loan officer is responsible for monitoring existing borrowers.

4. Assist Credit Administration with collection efforts and identify and attempt to solve potential default issues as needed. Collection efforts are to conform to USDA, Farm Service Agency program regulations and guidelines.

5. Understand the background and parameters of all the programs and services offered by Cal Coastal.

6. Attend public events and make group presentations on behalf of Cal Coastal.

7. Seek to identify small business enterprises and farms, which are unable to obtain financial assistance through conventional means. Loan officer shall assist in the
education of lenders, community groups, and community about the resources of Cal Coastal.

8. Insure that loan underwriting criteria and loan policy established by Farm Service Agency and the Board of Directors are put into effect in the evaluation process as well as communicated in the outreach efforts to potential clients.

9. Collect all pertinent and required documents such as; credit reports, income tax returns, and report of existing liens, contracts, assignments, etc., which have bearing on the credit. Be able to compile a written summary, analysis and evaluation of the credit.

10. In the analysis and evaluation as presented to Loan Committee and Board of Directors, the loan officer must assess and address the risks involved in the credit using the following criteria:

a) The client’s character, general business and management aptitude, technical background and experience in the industry.

b) The business feasibility, competitive factors, salability of goods or services produced, proposed scope, permanence in market, employment and profit potential.

c) Whether business has a reasonable expectation of operating at a profit level sufficient to repay the loan.

d) How to properly structure a proposed loan to enhance prospects of repayment ability.

e) Once approved, the loan must be documented and monitored in accord with Farm Service Agency guidelines. Any deviation from F.S.A. requirements is to be documented and reported to that agency.

f) Knowledge of loan documentation, loan-tracking procedures, F.S.A. regulations and personnel procedures is essential.

g) If requested, the loan officer shall assist in the preparation of all documents to be submitted to F.S.A. including the loan application, environmental documents, etc.

h) Responsible for the review and approval of loan documents for the borrower. Special attention to detail is required.

i) If requested, the loan officer is to order, review or file appropriate lien and mortgage documents including title reports, lien searches, security filings, appraisals, insurance policies, etc. All documents are to be in order before any disbursements can be made.

j) In the event of a default, determine if a restructure/work-out plan is feasible. If not, be able to estimate recovery prospects, oversee foreclosure/liquidation of collateral and submit Loss Claim documentation to F.S.A.
KNOWLEDGE AND OTHER SKILLS:
Two to Five (2-5) years of similar or related experience
A college degree in business, finance or agricultural management or a related field
Advanced level of proficiency in MS Word, Excel and other lending software
Able to travel within market area and walk long distances through crop fields
Able to lift up to 50 pounds
Bilingual in Spanish preferred