STATE’S MINIMUM QUALIFICATIONS:

Education/experience requirements:

- The formal education equivalent of a bachelor’s degree in business administration, industrial management, or a related field.
- Two years of experience in financial/grants management, construction financing or a related area.

Knowledge of:

- State and federal funding programs.
- Loan processing techniques, procedures, and requirements.
- Construction techniques and requirements.

Ability to:

- Analyze information to determine project feasibility and proper fund utilization.
- Prepare and present oral and written information and reports.
- Inspect construction projects.
- Utilize various computer software programs.

Preferred Qualifications:

- Working knowledge of Microsoft Office programs, such as Outlook/email, Word, Access and at least intermediate level Excel.
- Ability to work in a diverse team environment.
- Ability to work under pressure and within time restrictions.