

CITY OF GULF BREEZE



JOB DESCRIPTION

TITLE: EXECUTIVE DIRECTOR

DEPARTMENT: GULF BREEZE FINANCIAL SERVICES/
CAPITAL TRUST AGENCY

CLASSIFICATION: FULL-TIME REGULAR, EXEMPT

PAYGRADE: 26 (\$86,587 - \$138,539 ANNUALLY)

GENERAL DESCRIPTION:

Functions and duties includes, the directing, overseeing, supervising, managing, marketing, etc.: (i) the activities and operations of Capital Trust Agency, Inc. (CTA), Gulf Breeze Financial Services, Inc. (GBFS) and Capital Trust Agency Community Development Entity (CDE) as well as their subsidiary or related entities; (ii) the financing programs which have been created, or which may be created hereafter, for which CTA is the issuer of its funding bonds, and (iii) the Local Government Loan Program Floating Rate Demand Revenue Bonds, Series 1985, and the corresponding 1985 Local Government Loan Program. Such other duties might include those customarily performed by an executive director for entities such as CTA, CDE and GBFS and any other duties Employer may from time to time assign to Employee. For example, in addition to the duties relating to CTA, CDE and/or GBFS, the Employee may be assigned to research, market and manage financing opportunities relating to entities under the auspice of Employer, including, but not limited to, its enterprises.

ESSENTIAL JOB FUNCTIONS:

- (a) Assist in the selection and engagement of any financial or other professionals, which may be considered to participate in any Programs;
- (b) Pursue and acquire approval by appropriate officials or governing bodies of any participants, counties, cities, or other governmental organizations or public agencies necessary for implementation of a Program and/or for any loans or financings contemplated as a part thereof;
- (c) Market, provide information, and promote Programs as appropriate to potential participants through development, preparation and dissemination of written materials, meetings with appropriate officials, and appearances and presentations at conferences, conventions, programs and meetings for appropriate organizations;
- (d) Participate extensively with all parties and professionals in the establishment and operation of Programs, including negotiation of terms, conditions and program structure;

- (e) Provide advice and assistance to Employer and CTA with respect to the structuring of Programs so as to enable the Programs to be and remain competitive with other sources of financings;
- (f) Advise Employer and CTA immediately of any actions or omission of actions which Employee believes adversely impact the marketability of a Program;
- (g) Use reasonable efforts to originate loans from or for the Programs;
- (h) Assist prospective participants or borrowers in preparing required information in completing required applications to secure approval of a Program and/or approval of a loan from a Program;
- (i) Coordinate the scheduling and closing of each Program and each loan from a Program, and assume responsibility to assure that all requirements and conditions for the closing are satisfied;
- (j) Provide periodic reports to Employer and CTA detailing marketing and origination activities, the status of potential Programs, loans and applications for borrowings, and other reasonably pertinent matters, as Employer or CTA may desire;
- (k) Consult with the officials or any prospective participant or borrower seeking to participate in a Program or seeking a loan from a Program and give advice and assistance to such prospective participant or borrower as to eligibility, application procedure, required security, and all other related matters;
- (l) Meet with the governing body or other appropriate representatives of a prospective participant or borrower to explain the appropriate Program and applicable procedure;
- (m) Provide reasonable assistance to prospective participants and/or borrowers in the preparation of applications and assembling the necessary information and documentation as contemplated for participation in and/or borrowing from a Program;
- (n) Review for completeness and provide recommendations upon required submissions and supporting documentation for participation in and/or borrowings from a Program;
- (o) Act as a liaison between a participant or borrower and other appropriate parties including the issuer and credit facility with respect to each Program;
- (p) Subsequent to closing of a Program, and subsequent to closing of loans as a part of a Program, receive and review annual audits and other information relative to the financial status and general operation of a participant or borrower as to which CTA or Employee has a reasonable basis of concern regarding its financial condition and the status of the participant's or borrower's project with respect to the applicable Program and/or applicable loan (and in the event of finding from such review any fact that may be adverse to the status of a Program, provide appropriate notification and consultation with such participant or borrower);

- (q) Respond to inquiries from participants and borrowers and assist participants and borrowers in complying with continuing requirements of the applicable Program;
- (r) Obtaining and providing information necessary for audits of CTA and each Program;
- (s) Obtaining from participants and borrowers the information for annual or event disclosure reports required pursuant to applicable regulations with respect to Programs, and/or loans therefrom, and otherwise taking such steps as necessary to comply with reporting requirements contemplated by applicable governmental regulations;
- (t) Assist in the selection, engagement and/or termination of CTA employees;
- (u) Participate extensively with all parties and professionals in the establishment and operation of GBFS and the 1985 Loan Program, including negotiation of terms, conditions and program structure;
- (v) Provide advice and assistance to Employer with respect to the structuring of the 1985 Loan Program so as to enable the GBFS and the 1985 Loan Program to be and remain competitive with other sources of financings;
- (w) Advise Employer immediately of any actions or omission of actions, which Employee believes adversely impacts the marketability of GBFS and the 1985 Loan Program;
- (x) Provide periodic reports to Employer detailing the status and operation of GBFS and the 1985 Loan Program and other reasonably pertinent matters as Employer may desire;
- (y) Act as a liaison between a participant or borrower and other appropriate parties including the credit facility with respect to GBFS and the 1985 Loan Program;
- (z) Subsequent to closing of the 1985 Loan Program, and subsequent to closing of loans as a part of the 1985 Loan Program, receive and review annual audits and other information relative to the financial status and general operation of a participant or borrower as to which Employer or Employee has a reasonable basis of concern regarding its financial condition and the status of the participant's or borrower's project with respect to the 1985 Loan Program and/or applicable loan (and in the event of finding from such review any fact that may be adverse to the status of the 1985 Loan Program, provide appropriate notification and consultation with such participant or borrower);
- (aa) Respond to inquiries from participants and borrowers and assist participants and borrowers in complying with continuing requirements of the 1985 Loan Program;
- (bb) Obtaining and providing information necessary for audits of Employer and GBFS and the 1985 Loan Program;

(cc) Obtaining from participants and borrowers the information for annual or event disclosure reports required pursuant to applicable regulations with respect to GBFS and the 1985 Loan Program and/or loans therefrom, and otherwise taking such steps as necessary to comply with reporting requirements contemplated by applicable governmental regulations;

(dd) Performing such other duties as are customarily performed by an Executive Director of an entity such as GBFS as well as any subsidiary or related entities;

(ee) Such other duties as customarily performed by an Executive Director of an entity such as CTA or GBFS as well as any subsidiary or related entities (such as CDE); and

(ff) Such other duties as may be requested by Employer, CTA or its Board of Directors or GBFS.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

- Highly organized.
- Project management experience.
- Highly ethical behavior.
- Effective communicator.
- Motivational skills.
- In-depth knowledge of financial practices.
- Public relations and marketing knowledge.
- Exceptional interpersonal skills.
- Financial management experience.

EDUCATION AND EXPERIENCE:

Masters in Business Administration or equivalent.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate orally.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)