



Program Assistant – Level 1 Maine Municipal Bond Bank Programs

ORGANIZATION SUMMARY:

The Maine Municipal Bond Bank provides low-cost loans to Maine's cities, towns, counties, and water and sewer systems. The Bond Bank also lends to various departments of state government for infrastructure projects. The Maine Governmental Facilities Authority and the Maine Health and Higher Educational Facilities Authority are managed by the Bond Bank. The twenty-one staff at the Bond Bank are responsible for managing over \$7B in funds that include grants and loans for projects throughout Maine – all of which are focused on improving the lives of Mainers and our visitors.

Mindful Employer Benchmarks

The Bond Bank strives to be a **Mindful Employer**, believing that purposeful work and human-first practices result in higher impact and greater good for the world. This designation is based on the alignment of all our staff with the following statements:

- The mission of our company is meaningful to me.
- I know how my work supports our greater purpose and mission.
- I am valued for being my authentic self and for my unique abilities at work.
- My growth and development are supported by my immediate manager
- We are practicing Mindful Communication when listening and speaking at work.
- This is a place where I can speak honestly and ask thoughtful questions.
- My work/life balance and well-being are respected and encouraged.
- If things aren't going well for me personally, there is someone or resources to support me.
- I would recommend working here to a friend.



POSITION SUMMARY:

Under direction of the Program Officer, the Program Assistant – Level 1 is responsible for working in conjunction with the other Program Assistants, Officers, and the Executive Director in the day-to-day operations of each program ensuring that all program logistics are handled efficiently, and program deadlines are met. Proficient office skills are assumed. Once onboard training is complete the PA – 1 will have in-depth, specific, program content and is proficient at managing borrower contacts, and answering borrower's questions.

ESSENTIAL JOB FUNCTIONS:

This PA position requires baseline working knowledge of routine office applications, following standard principles and systems, and the use of appropriate terminology associated with our General Resolution, School Revolving Renovation Fund, and Department of Transportation bond programs. This position serves team members in a collaborative environment, actively contributing to the completion of team goals and assigned tasks, and clearly communicating information, ideas, or instructions verbally and in writing. The PA position follows recommended approaches to assigned work to facilitate achievement of desired results and typically works under direct and frequent supervision while performing routine duties using established procedures with detailed instructions.

TYPICAL DUTIES:

School Renovation Revolving Loan Program

- Creates, processes, and maintains School Revolving Renovation Fund allonges requiring proper documentation and records, including updating internal spreadsheets and databases.
- Aids in ensuring proper and timely payments from borrowers.
- Prepares, organizes, and maintains all necessary School Revolving Renovation Fund admin draws documentation. This includes processing the draws, updating internal records and database, and communicating with the applicable accountant when complete.
- Maintains communication with the appropriate official(s) at the Department of Education.
- Handles School Revolving Renovation Fund closings by ensuring proper signatures and seals are in place, updating internal records and database, and sending applicable items back to the borrower.

General Resolution Bond Program

- Handles General Resolution sale closing documents by working with the Board Chair and Executive Director to ensure timely signatures and seals are present.
- Gathers final sale documents for various programs and saves them in the designated space.
- Assists with maintaining bond and loan materials. Assists with all loan closings.
- Prepares, organizes, and maintains all program materials for each bond sale, updates databases and contact information, and processes draws. Actively participates in each transaction.
- Develops, organizes, and maintains all necessary records and documents in the designated entity or program area, generating tracking reports as needed. Inputs and maintains accurate records in company databases.
- Helps with updating sale documents such as rating presentations, preliminary official statement, borrower spreadsheets, word documents showing summarized application information, and other materials in conjunctions with each sale.
- Accurately posts new sale issues to the internal database.
- Assists in assuring proper and timely payment of principal and interest by the governmental entities, assisting accounting in this for all programs under this job description. Gathers final payments for SRRF and Gen. Res. programs and processes the paid-off bonds accordingly.
- Aids in gathering outstanding compliance items for borrowers, typically monthly (e.g., audits, project cost forms, contact updates, and other materials). This includes reviewing and inputting data points into BBE such as debt service to expense ratios, fund balance ratios, tax collection percentages if available, current ratios, net position, debt service coverage ratio, and notes. Researching the outstanding list and reaching out to units to receive those reports.

Department of Transportation Bonds

- Assists in draws, reconciliation of bank accounts and internal databases, helps with bond sale material such as rating presentations, offering documents, investor presentations, attends meetings, and prepares materials for board meetings.

General office duties

- Attends all MMBB board meetings, including annual meetings.
- Supports the Executive Administrative Assistant with preparation for MMBB Board mailings and meetings, prepares board packets for mailings, and creates meeting minutes as needed. Can also support other program assistants with meeting minutes as required.
- Compiles and packages informational program materials for board meetings.
- Assists with the design and development of advertising, brochures, and other promotional materials, coordinating the distribution of advertising and informational materials. Updates the website with current information.

- Handles daily mail and distributes it (as needed), monitors front desk duties and the secure door ring app, and assists with office visitors for meetings and appointments.
- Learns and becomes knowledgeable about policies and procedures for internal and external stakeholders.
- Attends meetings, conference calls, webinars, and conferences as directed by the Program Officer or Executive Director.

OTHER DUTIES AND RESPONSIBILITIES:

- Handles questions and inquiries relative to operations and entity programs.
- Gain knowledge of all other Bond Bank programs and aid in other areas of operation for all authorities as needed.
- Performs other related duties as required including but not limited to scanning, copying, filing, organizing, and tracking program information.
- Performs any additional duties as assigned by the Executive Director or Program Officer.

PREPARATION, KNOWLEDGE, SKILLS, & ABILITIES:

- Ability to work independently and meet deadlines.
- Ability to prioritize and coordinate multiple tasks and ability to be flexible.
- Planning, organizational, and time management skills.
- Ability to form strong coalitions with internal and external constituencies.
- Ability to recognize departmental priorities and work cooperatively to support their accomplishment. Have a positive attitude and be adaptable to change.
- Ability to communicate effectively both verbally and in writing; to establish positive public relations for the organization, department/and or division, and to interact effectively with a wide variety of people.

SUPERVISORY RESPONSIBILITY: None assigned.

EDUCATION AND EXPERIENCE:

- 2+ years related experience
- Associate degree or higher
- Or an equivalent combination of education and experience

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Normal office environment, not subject to extreme variations of temperature, noise, odors, etc.
- Regularly uses computer keyboards requiring eye-hand coordination and finger dexterity
- More than half of the time is spent seated in a normal office setting