

Office of State Budget and Management
Establish New, Receipt-Supported Positions
(G.S. 143-34.1)

Agency: NC Department of Agriculture & CS

Division: Agricultural Finance Authority

Budget Code: 13700

Center Title: NC Agricultural Finance Authority

Center Number: 1420

***** Position Information *****

Proposed Classification: Administrative Officer II Proposed Salary Grade: 70

Salary Range: \$31,451 to \$51,044 Proposed Effective Date: 1 / 1 / 05

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$ 512,673	\$ 51,044
Receipts		
Appropriation	\$ N/A	\$ N/A
Funding Source(s): Receipts		

Justification for Position (including description of duties and responsibilities): Employee will assist in directing the activities of NCAFA. Administers funds pursuant to G.S. 122-D (NCAFA). New duties have been added in recent years with the addition of Federal projects as well as the addition of underwriting and servicing of Small Business Administration loans for the entire state of North Carolina. These SBA obligations will result from providing loan services for the North Carolina Development Finance Corporation through a cooperative agreement.

Duties and Responsibilities:

- Position will coordinate all administrative functions of NCAFA. Maintains budget functions and supervision of receipts and disbursements.
- Authorized to sign contracts, legal documents and other documents for the conducting of business of NCAFA in the absence of the Executive Director
- Represents NCAFA at meetings concerning human resources, training conferences, IT services.
- Assists in formulation of NCAFA policies and procedures

Responsible for preparation for audits.

Statutory Reference for Request

Frank Bordeaux

Presentation to be made by

Executive Director

Title

Agency Head Signature

State Budget Officer Signature