

Job Title	Chief Executive Officer
Short Description	Plan, direct, and control all credit union activities in accordance with credit union plans, policies, directives, and activities as established by the board of directors. Responsible for ensuring financial stability and member satisfaction commensurate with the best interest of the members, the employees, and the credit union. Provide strategic direction, vision, leadership, and management in all functional areas.
Full Description	<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • Direct all credit union operations, which include planning and implementing programs, policies, and procedures. • Individually and/or through subordinates, provide strategic and/or administrative direction and management in all credit union functions to include: accounting, ALM, business development, compliance, facility management, finance, human resources, investments, lending, marketing, operations, retail services, risk management, and security. • Manage the day-to-day operation of the credit union and establish office procedures to utilize staff and facilities most efficiently, to promote products and services, to provide outstanding member service, and to achieve the goals of the credit union. • Develop, recommend, and implement financial policies and procedures. • Analyze work flow of the credit union on a continuous basis and make changes to improve and reduce cost. • Ensure that the credit union is in compliance with the federal laws and regulations set forth by the National Credit Union Administration and other State and Federal regulatory agencies. • Represent the credit union during regulatory audit processes, report audit findings to the Board of Directors, and implement any corrective action. • Recruit and select quality applicants for personnel vacancies, ensuring that the credit union is adequately staffed with competent employees. • Create, recommend and supervise an annual budget for the credit union that is consistent with the overall strategic plan. • Evaluate the job performance of credit union personnel to ensure quality service to members. • Conduct management meetings on a regular basis to ensure the dissemination of information exchange of ideas, resolution of problems, discussion of trends, etc. Ensure that information is communicated throughout the credit union. • Ensure adequate equipment, supplies, and working space is available. • Conduct business development activities to promote the growth and development of the credit union. Build positive relationships with the field of membership, and with appropriate trade associations and organizations. • Provide direction to the Board of Directors on compensation philosophy. Plan and recommend appropriate wage and salary structure in accordance with that philosophy. • Plan and oversee the employee benefits program, balancing internal demands, equity in the marketplace, and costs.

- Manage security and safety for the credit union, with responsibility to analyze security and safety policies and procedures, and to alert staff of any changes in a timely manner.
- Attend Board of Directors and committee meetings.
- Attend seminars, conferences, educational opportunities and meetings to keep abreast of regulations and issues affecting credit unions.
- Ensure all processes are documented and personnel are adequately cross-trained to provide continuous redundancy of operations.
- Perform other assignments, projects, and duties as required/assigned.

Education

- Bachelor’s degree in business, management, finance or other related field is required

Additional Comments

- Other Desired Qualifications
- A minimum of five-years within the credit union or banking industry with at least three-years in a senior management position
 - Proven leadership skills in a similar setting
 - Strong human relations skills
 - In-depth understanding of the credit union risk management, compliance, and regulatory requirements
 - Considerable knowledge of credit union/banking operations, financial markets, technology and automation, and the analysis and reporting of financial data
 - Demonstrated creative and innovative thinker with excellent oral/written communication skills
 - Considerable knowledge of credit union operations gained through considerable direct experience in a variety of credit union roles.

Credit Union

Rocket City Federal Credit Union

State

Alabama

Contact Name

Leslie Stone

Email

lstone@rocketcityfcu.org

Phone

256-533-0541

Fax

256-533-4248

Expiration Date

04/30/2021