

Job Title	EXECUTIVE VICE PRESIDENT/ASSISTANT MANAGER
Short Description	Accountable for assisting the credit union President/CEO in the overall management of the credit union. As a member of the executive management team, accountable for ensuring financial stability and member satisfaction commensurate with the best interest of the members, the employees, and the credit union. Provide input on strategic direction and vision to the CEO.
Full Description	<ul style="list-style-type: none"> • Direct and supervise the operational management of credit union employees on a day-to-day basis. • Work with the President in identifying trends in the industry, instituting new programs or products, and evaluating products and services. • Recruit and select quality applicants for vacancies, ensuring that the credit union is adequately staffed with strong employees. • Maintain a highly motivated, well-trained staff. • Establish and maintain effective employee relations. • Assist in the preparation and implementation of the budget for the credit union that is consistent with the overall strategic plan. • Develop, apply, and evaluate policies and procedures for the credit union. • Develop, implement, and maintain operational procedures to maximize efficiency and quality of work and provide consistent quality service to members. • Evaluate the job performance of credit union staff to ensure quality of work and service to members. Institute performance standards for staff in order to achieve strategic goals. • Hold periodic staff meetings. Identify areas for improvement, changes in procedures, new developments, or changes in services. Keep staff up to date on trends, exchange of ideas, and general credit union information. • Attend board meetings and report on assigned areas as requested by the president. • Review and develop strategic plans in relation to the overall goals of the credit union. • Work with the auditor to ensure compliance with internal controls. • Ensure that the credit union is in compliance with the federal laws and regulations set forth by the National Credit Union Administration and other regulatory agencies.

• Assume all accountability of the credit union President/CEO in his or her absence.

Education • Bachelor’s degree and industry specific continuing education and training.

Additional Comments

- 8+ years in the credit union industry.
- 5+ years credit union management experience.
- Well versed in federal regulations, state banking laws and NCUA’s Rules and Regulations.
- Must have a working knowledge of credit union data processing, consumer lending origination and servicing systems and the Microsoft Office programs.

Credit Union Savannah Schools FCU

State Georgia

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