

**Advantage One Credit Union
Job Description**

Title: President/CEO

REPORTS TO: Board of Directors

Purpose

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.

Duties and Responsibilities

1. Direct all credit union operations, which include planning and implementing programs, policies, and procedures.
2. 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.
3. Manage the day-to-day operation of the credit union and establish office procedures to use staff and facilities most efficiently, to promote products and services, to provide outstanding member service, and to achieve the goals of the credit union.
4. Develop, recommend, and implement policies and procedures.
5. Analyze work flow of the credit union on a continuous basis and make changes to improve efficiency and reduce cost.
6. Ensure that the credit union is in compliance with the federal laws and regulations set forth by the National Credit Union Administration (NCUA) and other State and Federal regulatory agencies. Provide the appropriate training to all staff in regards to compliance and regulatory issues.
7. Recruit and select quality applicants for management vacancies, ensuring that the credit union is adequately staffed with competent employees. This same principle applies to all positions within the credit union employee structure.
8. Develop and supervise a budget for the credit union that is consistent with the overall strategic plan. This should include a strategic salary compensation structure for all subordinate staff.
9. Evaluate the job performance of credit union subordinate staff to ensure quality service to members and to monitor the procedures being performed to ensure the credit union remains in compliance with the government bodies mentioned in item #6.
10. Conduct staff meetings on a regular basis to insure the dissemination of information, exchange of ideas, resolution of problems, discussion of trends, etc. Ensure that information is communicated throughout the credit union.
11. Ensure adequate equipment, supplies, and working space is available.
12. Conduct business development activities to promote the growth and development of the credit union. Build positive relationships with the field of membership, with the local community, and with the appropriate trade associations and organizations.
13. Plan and oversee the employee benefits program, balancing internal demands, equity in the marketplace, and costs.
14. 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.