

UNIVERSITY OF SOUTHERN CALIFORNIA

Credit Union Vice President

Job Code: 115075

OT Eligible: No

Comp Approval: 3/31/2020

JOB SUMMARY:

The Credit Union Vice President develops strategic and long-range business initiatives, goals and objectives for USC Credit Union and its daily operations. Determines ways to reduce costs, increase performance, and improve overall financial and/or business performance. Provides leadership, coaching and oversight while determining departmental progress toward targeted goals through metrics and periodic reports. Serves as the subject-matter expert in discipline, directing regulatory compliance efforts and participating in formulating and administering organization policies.

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

- | | | |
|-------|-------|---|
| _____ | _____ | Involved in the development and delivery of strategic business initiatives for the USC Credit Union. Monitors goals and adjusts policies accordingly to meet them, and works closely with other executives to ascertain them. Responsible for developing long-range goals and objectives for the credit union's functional area(s) and managing daily operations. |
| _____ | _____ | Determines ways to reduce costs, increase performance, and improve overall financial and/or business performance in assigned, targeted areas; engages in high-level negotiations to generate or build beneficial relationships for the credit union. Analyzes costs, activities and operations, and manages performance in assigned area(s) to determine departmental progress toward stated goals. |
| _____ | _____ | Provides technical/professional advice, coaching and knowledge to others within various operational areas, serving as the subject-matter expert in discipline. Participates in the development of credit union plans and programs as a tactical partner, evaluating and advising on the impact of long-range plans and regulatory action on the areas of responsibility. |
| _____ | _____ | Ensures credit union meets and complies with all regulatory requirements. Directs regulatory compliance efforts, analyzes regulatory changes, and develops and coordinates the implementation of necessary policies and procedures. Participates in formulating and administering organization policies. |
| _____ | _____ | Analyzes departmental metrics to provide periodic reports on product performance, service quality, member value and departmental key performance indicators in support of progress toward USCCU strategic and operational goals, as needed. Sets goals, monitors work, and evaluates results to ensure that departmental and organizational objectives and operating requirements are met and are in line with the needs and mission of the credit union. |
| _____ | _____ | Directs and coordinates activities in one or more departments through subordinate managers and/or staff. Visits facilities on a regular basis to interact with staff, provide input, and listen to the comments, concerns, suggestions and feedback from team members closest to USCCU's members. |
| | | Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time. |

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: No

Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

- Bachelor's degree
- Combined experience/education as substitute for minimum education

Minimum Experience:

10 years

Minimum Field of Expertise:

Bachelor’s degree in finance, business management or similar field. Highly motivated, detail-oriented and passionate about driving member value. Strong knowledge of finance and accounting, organizational structure dynamics, financial modeling, asset liability management, and quantitative analysis. Hands-on financial leader with great communication, presentation, collaboration, consensus-building and listening skills. Passion and curiosity for innovation and technology. Experience with a broad array of lending technology relevant to enhancing the member experience.

Preferred Education:

- Bachelor's degree
- Master's degree

Preferred Experience:

10 years

Preferred Field of Expertise:

Strong knowledge of financial services and/or credit union industry, including industry leaders, the legislative environment, and product development opportunities.

Skills: Other:

- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Customer service
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Leadership

Managerial skills
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Staff development
Teaching/training

Supervises: Level:

Manages through subordinate supervisors.

Comments:

This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

SIGNATURES:

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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