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| **Advanz Federal Credit Union** | | | |
| Structured Compensation - Job Description | | | |
| **Vice President of Lending** | | | |
| Data Year: 2023 Prepared On: 05/25/2023 | | | |
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| Department: | Lending | Grade: |  |
| Reports To: | Senior Vice President | Classification: | Exempt |
| Supervises Direct: | 5 | Supervises Indirect: |  |
| Approved By: |  | Effective Date: | 07/22/2010 |
|  |  | Revised Date: | 09/08/2020 |
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| **Role:** | | | |
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| Directs and coordinates all lending activities within the Credit Union, ensuring compliance with Credit Union lending policies and regulations. Plans, directs, and coordinates the development of lending policies, procedures, goals, and objectives. Directs lending activity to meet Credit Union goals and objectives. | | | |
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| **Essential Functions & Responsibilities:** | | | |
| |  | | --- | |  | | |  |  |  | | --- | --- | --- | | N | 50% | Is knowledgeable of and can perform all Lending and Collection Department duties in compliance with state and federal regulations and credit union policy. | | | |  |  |  | | --- | --- | --- | | N | 20% | Is skilled in managerial functions including overseeing employees, training, and delegating. | | | |  |  |  | | --- | --- | --- | | N | 15% | Is knowledgeable of proper computer input and functionality for all CU systems and archiving that data on the proper media in a timely and methodical manner. | | | |  |  |  | | --- | --- | --- | | N | 10% | Is knowledgeable of cross selling of services and performs the same. | | | |  |  |  | | --- | --- | --- | | N | 5% | And such other responsibilities as set forth in credit union policy or assigned from time to time by the Sr. Vice President or the President/CEO. | | |  | | | | |
| **Performance Measurements:** | | | |
| |  | | --- | |  | | |  |  | | --- | --- | | 1. | Receives members in person or by telephone; determines the nature of the member's business and either transacts the member's request or refers him/her to the suitable staff person. | | | |  |  | | --- | --- | | 2. | Provides, in person or by telephone, routine information concerning Credit Union services or policies, including: what is a credit union; eligibility for membership; how to apply for membership; type of accounts available; insurance coverage for shares and loans; basic loan policies; interest rates charged on loans; how dividends are computed on shares; how to start, change, or stop a payroll deduction; the locations, office hours, and telephone service. | | | |  |  | | --- | --- | | 3. | Maintains the confidential nature of all member transactions, information, and other related operational data as required including the security of all CU operations. | | | |  |  | | --- | --- | | 4. | Attends meetings, educational and training sessions, as required. | | | |  |  | | --- | --- | | 5. | Ensure loan decisions are in compliance with all applicable Federal, State, and lending regulations, policies, and procedures. | | | |  |  | | --- | --- | | 6. | Provides routine information concerning all loan related products and services. | | | |  |  | | --- | --- | | 7. | Insures proper orientation and training of lending department. | | | |  |  | | --- | --- | | 8. | Oversees, guides and assists lending personnel in their efforts to maintain smooth and effective retail operations. This will consist of managing both hourly and commission-based employees. | | | |  |  | | --- | --- | | 9. | Answers questions for subordinate personnel, and if necessary, requests answers from Senior Management. | | | |  |  | | --- | --- | | 10. | Responsible for assuring that each loan is properly prepared, documented, and approved/denied; if approved, promptly and properly disbursed; and if not approved, proper notification and documentation. | | | |  |  | | --- | --- | | 11. | Is capable of, and as the situation may warrant, will perform the duties of all loan department personnel. | | | |  |  | | --- | --- | | 12. | Reviews such daily and monthly reports on lending activities to maintain strong internal controls, including but not limited to, the proper maintenance of the loan officer minutes, the pre-approved loan listing, charts/graphs, delinquency report, and such other reports required for lending reporting. | | | |  |  | | --- | --- | | 13. | Performs the necessary work for the maintenance of rates and fees offered by the credit union, both for marketing and regulatory disclosure. | | | |  |  | | --- | --- | | 14. | Develops strategy with President/CEO and the Business Development Officer to achieve the lending marketing plan and related productivity goals; monitors performance and identifies new lending opportunities. | | | |  |  | | --- | --- | | 15. | Responsible for the development, upgrading, and maintaining lending programs as directed by the President/CEO and the Sr. Vice President; is the liaison for credit reporting agencies, credit card processor(s), and other lending related vendors. | | | |  |  | | --- | --- | | 16. | Prepares monthly management reports, as requested by the President/CEO or the Sr. Vice President. | | | |  |  | | --- | --- | | 17. | Maintains compliance with all state and federal regulations for the Loan programs; compiles loan data as needed for all state and federal monthly, quarterly, annual reports. Acts as liaison for all departmental related vendors. | | | |  |  | | --- | --- | | 18. | Analyzes procedures from time to time, recommending changes to the Sr. Vice President and the President/CEO, that would result in a more efficient operation of the department; develop necessary forms to implement improvements. | | | |  |  | | --- | --- | | 19. | Works with President/CEO in auditing responsibilities regarding the various loan programs; works with supervising committee, auditors, examiners, securing information, explaining procedures, and providing material required or requested. | | | |  |  | | --- | --- | | 20. | This person performs such other duties as may be assigned by his/her supervisor which are commensurate with his/her position and in the best interest of credit union operation. | | | |  |  | | --- | --- | | 21. | Opens/closes the branch in accordance with the schedule. | | | |  |  | | --- | --- | | 22. | Follow the Bank Secrecy Act Policy and Procedures. | | |  | | | | |
| **Knowledge and Skills:** | | | |
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| |  |  | | --- | --- | | Experience | Five (5) years’ experience in financial institutions, with progressive management experience. | | | | |
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| |  |  | | --- | --- | | Education | Four (4) year college degree, preferably with a major in business. Two (2) years college level business education may be considered if three (3) years credit union experience is also present in addition to the five (5) years. | | | | |
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| |  |  | | --- | --- | | Interpersonal Skills | Motivating or influencing others is a material part of the job. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others. The role requires a significant level of trust or diplomacy. | | | | |
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| |  |  | | --- | --- | | Other Skills | Thorough knowledge of banking practices, policies, procedures, operations, products, services, and regulations. May also include specialized knowledge in lending or investing. Specific knowledge of the philosophy and structure of the Credit Union industry. Thorough knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources. Considers the relative costs and benefits of potential actions and chooses the most appropriate one. | | | | |
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| |  |  | | --- | --- | | Physical Requirements |  | | | | |
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| |  |  | | --- | --- | | Work Environment |  | | | | |
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| **This Job Description is not a complete statement of all duties and responsibilities comprising the position.** | | | |
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| ------------------------------------------------- Printed Employee Name | | -------------------------------------------     Date | |
|  |  |  |  |
| ------------------------------------------------- Employee Signature | | | |

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