UNIVERSITY OF SOUTHERN CALIFORNIA
Credit Union General Manager
Job Code: 115055

Grade: N
OT Eligible: No
Comp Approval: 7/1/2003

JOB SUMMARY:
Manages full service credit union operation.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ ______ Plans, directs and controls the daily operational activities of the credit union in accordance with policies established by the Board of Directors.

______ ______ Develops and monitors credit union products, services and procedures to meet the needs of the membership and the financial objectives of the organization.

______ ______ Develops and monitors credit union operating budgets, business plans, asset/liability management plans, strategic plans, disaster recovery plans, and operating policies and procedures which seek to contribute to the overall stability, profitability and growth of the credit union.

______ ______ Supervises management staff. Hires, trains, schedules and assigns work, assesses performance and counsels or disciplines as needed. Approves and processes payroll documents.

______ ______ Ensures compliance with laws, statutes and regulations relative to the operation of the credit union.

______ ______ Prepares and presents monthly reports to the Board of Directors.

______ ______ Serves as the chairman of the credit union asset liability management committee (ALCO) and assists in developing the credit union's pricing strategy.

______ ______ Develops and implements the organization's marketing and advertising needs.

______ ______ Acts as the senior loan officer with the responsibility to approve any loan within credit union guidelines.

__E___ ______ Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

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

**Minimum Experience:**

5 Years

**Minimum Field of Expertise:**

Management level experience in a credit union of similar asset size.

**Preferred Education:**

Master's Degree

**Skills: Other:**

Analysis  
Assessment/evaluation  
Budget control  
Budget development  
Communication -- written and oral skills  
Conflict resolution  
Consulting  
Counseling  
Interpretation of policies/analyses/trends/etc.  
Interviewing  
Knowledge of applicable laws/policies/principles/etc.  
Managerial Skills  
Marketing  
Organization  
Planning  
Problem identification and resolution  
Scheduling  
Staff development  
Statistical analysis

**Skills: Machine:**

Calculator  
Personal Computer

**Supervises: Level:**

Manages through subordinate supervisors
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.

The University of Southern California is an Equal Opportunity Employer