

Credit Union Department, State of Texas

JOB ANNOUNCEMENT

Agency Title:	Credit Union Commissioner	Job Posting #:18-03
Location:	Austin, Texas	Class Number: CP 25
Opening Date:	July 24, 2018	Close Date: September 7, 2018
Annual Salary:	\$140,000 - \$197,415 ¹	Classification: Executive Exempt

GENERAL DESCRIPTION

The Credit Union Commissioner serves as the Chief Executive Officer of and manages the Credit Union Department in accordance with both legislative mandates and policies established by the Credit Union Commission. The Department is authorized to have 30 employees and has an annual budget of approximately \$4.1 million. The Credit Union Commissioner ensures that the Department carries out its mission cost-effectively and in compliance with all applicable laws. Other responsibilities include representing the Department with the Legislature, other state officials, the federal government and its agencies, regulated credit unions, regulators from other states, and the public; developing rules and internal procedures, managing staff recruitment, performance, and career development; and overseeing development of the annual budget and strategic plan. The Credit Union Commissioner is appointed by, reports to, and serves at the will of the Credit Union Commission.

MILITARY OCCUPATIONAL SPECIALTY CODES

Veterans: The following two websites provide useful information and other job opportunities. Military to Civilian Occupation Translator <http://www.careerinfonet.org/moc/> and the Texas Veterans Commission <http://www.tvc.state.tx.us/Helpful-Documents.aspx>. The State Auditor's Office has released new and revised state job descriptions and the Military Crosswalk. Those documents can be viewed on the State Auditors Offices Web site at: <http://www.hr.sao.texas.gov/CompensationSystem/JobDescriptions>. The State Auditor's Office has also released the related Conversion Manual. That document can be viewed on the State Auditor's Offices Web site at: <http://www.hr.sao.texas.gov/CompensationSystem/ConversionManual>.

DUTIES AND RESPONSIBILITIES

- Responsible for the soundness of approximately 185 state-chartered credit unions (currently with \$41.2 billion in total assets).
- Directs the regulation, supervision, and examination of all regulated credit unions, and enforces the laws and regulations applicable to them.
- Ensures that the Department carries out all legislated mandates, and complies with state laws and reporting requirements applicable to state agencies.
- Promotes the goal of maintaining a strong dual chartering system.

¹ Salary is contingent upon experience of selected candidate

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- Evaluates and proposes necessary statutory and regulatory changes to meet the dynamic Texas financial services environment.
- Represents the Department to the credit union industry, other regulatory agencies, the media, and the public.
- Develops and maintains appropriate working relationships with the Legislature, other state officials, credit union regulators from other states, and appropriate federal government personnel.
- Reviews and acts upon credit union applications.
- Serves as the liaison between the Department staff and the Credit Union Commission, bring all appropriate matters to the Credit Union Commission for review and action.
- Manages the development, revision, and communication of policies of the Department.
- Directs the preparation of the agency's strategic plan and the annual budget.
- Oversees the administration of the agency's operating budget.
- Ensure that the Department has an effective recruitment, training, and career development program for its staff.
- Actively participates in regional and national meetings with federal and state regulators and in regulatory professional associations such as NASCUS.

MINIMUM QUALIFICATIONS

- At least five years' practical experience in the operations of credit unions during the ten years preceding the application. The required practical experience may consist of experience as an employee of a credit union regulatory agency. (Texas Finance Code Section 15.302)

PREFERRED QUALIFICATIONS

Extensive knowledge of the credit union business and its regulation. Knowledge of Texas and its state government is desirable but not required.

Demonstrated ability to effectively manage professional staff, lead strategic projects, and develop and adhere to an annual budget. Excellent communication skills, both oral and written, and proven effectiveness in making presentations. Broad knowledge of relevant automated information resources.

Bachelor's degree in relevant field (public/business administration, business law, finance etc.).

SPECIAL REQUIREMENTS

- May not be directly or indirectly indebted to, any credit union under the Department's jurisdiction, or any affiliate of such credit union.
- Must cease any outside employment with a state-chartered credit union.

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OTHER INFORMATION

- **Citizenship:** Consistent with the Immigration Reform and Control of 1986 and other applicable laws, all offers of employment are contingent upon the candidate having legal authorization to work in the United States.
- **Driver's License:** Final applicants must possess or obtain within six months a valid Texas Driver's license. Satisfactory driving records are required for driving any vehicle to conduct agency business.
- **Selective Service:** All males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement.
- **Records Check:** Final applicants may be subject to an employment credit check, driving record check, and criminal background check. This position requires that the incumbent demonstrate strong personal financial responsibility and integrity.
- **Non-Smoking Agency:** The Department is a non-smoking Agency. Smoking is not permitted in agency offices.
- **Application Requirements:** Applicants must submit a completed State of Texas Employment Application to be considered. Resumes may accompany an application but do not substitute for the application.

SUBMIT APPLICATIONS TO

Isabel Velasquez, Executive Assistant, Credit Union Department, 914 East Anderson Lane, Austin, TX 78752-1699 or fax to (512) 832-0278, or email to [cudmail@cud.texas.gov](mailto:cudmail@ cud.texas.gov) or via WorkinTexas.com. Applications must be received by 5:00 pm. on the closing date. A State application may be obtained from the Credit Union Department Website or WorkinTexas.com

The Credit Union Department is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, veteran status, age or disability in employment or the provision of services. A disabled individual requiring reasonable accommodation shall not be denied the opportunity due to the disability. The applicant should contact Human Resources if reasonable accommodation is required during the application process at (512) 837-9236.