

## Director IV Job Description

### JOB DESCRIPTION

**TITLE:** Director IV  
**AGENCY TITLE:** Director of Examination Support Activities  
**AGENCY:** Credit Union Department -- State of Texas  
**CLASS NUMBER:** 1623  
**GROUP:** B29  
**FLSA:** Professional Exempt  
**APPROVED:** December 1, 2016  
**REPORTS TO:** Deputy Commissioner

### GENERAL DESCRIPTION

Performs highly advanced (senior-level) managerial work providing direction and guidance in financial examination work, strategic operations, and planning. Work involves providing regulatory review and responses to credit unions, credit union service organizations and data processing centers regarding their financial condition and compliance with statutory requirements; developing policies, reviewing guidelines, procedures, rules, and regulations; establishing priorities, standards, and measurement tools for determining progress in meeting goals; coordinating and evaluating examination program activities; and assisting in resolution of more complex consumer complaints against credit unions. Recommends enforcement actions or corrective programs for institutions. Plans, assigns, and supervises the work of others. Works under minimal supervision, with extensive latitude for use of initiative and independent judgment.

**NOTE: The agency may allow for a significant portion (i.e. 50 to 90 percent) of position responsibilities to be performed remotely, based on the selected applicant's experience level and ability to adapt to the position.**

### DUTIES AND RESPONSIBILITIES

1. Performs Department review of examination reports to assure accuracy, timeliness and thoroughness of reports, credit union files, working papers and compliance with examination priorities. Assists in planning and coordinating rehabilitation efforts of troubled credit unions.
2. Communicates with credit unions relative to requirements, results of examinations, and rehabilitation efforts.
3. Provides technical guidance and resolves problems presented by examination personnel and credit unions.
4. Coordinates and provides guidance to the Legal Assistant in responding to inquiries and complaints regarding credit unions. Ensures that complaints are responded to in a timely and accurate manner. Handles resolution of the more complex consumer complaints.
5. Plans and coordinates examination policies and procedures for Department. Also maintains and updates the Department's Examination Guide and other resource and procedural references.

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6. Monitors accuracy of information in internal database programs, prepares internal reports, and recommends enhancements to internal programs.
7. Assists Field Supervisors with examination schedules to assure compliance with examination priorities and efficient utilization of staff resources.
8. Reviews laws, regulations, policies, and examination procedures of federal or other regulatory authorities which affect credit unions regulated by the Department. Makes recommendations for adoption or issuance of corresponding state documents, and assures timely communication of significant matters to appropriate agency personnel and to credit unions.
9. Communicates and coordinates with the Deputy Commissioner on matters pertaining to opinions or interpretations requested by examiners, credit unions, or other interested parties.
10. Assists in responding to consumer complaints and inquires.
11. Develops training programs and materials to meet specific training needs of the Department.
12. Coordinates and tracks training programs for new and seasoned staff and formulates policies and procedures for such training programs.
13. Administers the examiner commissioning process to assure fair and thorough evaluation of each candidate.
14. Oversees the College Student Program. Interviews candidates and supervises the selected Intern.
15. Oversees the development of the annual joint examination schedule with NCUA, the tracking of future examinations (15 months in advance) by the assigned effective date, and the ongoing coordination of joint examination contacts (i.e. regular and remedial examinations) with NCUA. This position also works directly with the Field Supervisors in developing and amending the annual examination schedules by region.
16. Coordinates with the Deputy Commissioner, the Executive Assistant II and the Field Supervisors in recruiting efforts to fill examiner vacancies. Responsible for the initial screening and preliminary interview process to identify qualified applicants for final interview with the Field Supervisors.
17. Reviews expense vouchers and time sheets of regional personnel prior to submission to headquarters to assure propriety and compliance with applicable laws, rules, and guidelines. Tracks overnight travel reported by examiners to support possible payment of overnight travel stipends at fiscal year-end.
18. Attends or assures Departmental representation at all meetings with boards of directors concerning regulatory responses, enforcement actions, conservatorships, or other matters pertaining to the credit union's safe and sound operations; also represents the Department as speaker or panelist at industry and regulatory meetings, seminars, conferences, and other functions.
19. May serve as substitute management as situations or circumstances dictate.
20. May conduct independent examinations or investigations of credit unions, including those that involve controversial regulatory matters.
21. Plans, assigns, and supervises the work of others.
22. Performs other work as assigned.

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### GENERAL QUALIFICATION REQUIREMENTS

#### Education:

Graduation from an accredited four-year college or university with a major coursework in accounting, finance, insurance, or related field, and at least nine (9) semester hours of accounting (including basic and intermediate accounting). Experience in a credit union or other financial institution in a managerial capacity may be substituted for a portion of the educational requirement.

#### Experience, Knowledge, Skills, and Abilities:

Minimum of five (5) years of progressively responsible experience with a financial institution or regulatory agency is required. Such employment should include a broad range of experiences that provide a sound understanding of financial institution operating procedures. Supervisory or management experience is also desirable.

Knowledge of statistical analysis and techniques; auditing and accounting standards, and techniques of generally accepted accounting principles (GAAP); financial and industry terminology and practices; and business operating procedures, management controls, and internal reporting techniques.

Skill in the operation of computer systems and associated applications.

Ability to audit financial statements, reports, records, budgets, operational procedures, and forms; to manage projects for timely completion; direct and organize program activities; to establish program goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to develop and evaluate policies and procedures; to prepare concise reports and correspondence; to apply relevant rules, regulations, and statutes; to communicate effectively; and to plan, assign and supervise the work of others.

#### Special Requirements:

- Limited travel (i.e. 5 to 20 percent) may be required.
- Must possess or obtain within 90 days a valid Texas driver's license. Satisfactory driving records are required for driving any vehicle to conduct agency business. Final applicants must certify that personally owned vehicles used for agency business have Texas minimum liability coverage and valid state inspection sticker.
- Final applicants may be subject to an employment credit check, driving record check and criminal background check.
- Individuals selected for this position are subject to an employment eligibility check through e-verify.