

JOB DESCRIPTION

TITLE: Deputy Director I
AGENCY TITLE: Deputy Commissioner
AGENCY: Credit Union Department -- State of Texas
CLASS NUMBER: 1630
GROUP: B33
FLSA: Executive Exempt
REVISED: January 2016
REPORTS TO: Commissioner

GENERAL DESCRIPTION

Performs highly advanced (senior-level) policy administration and managerial work related to the regulatory and supervisory activities of the Department. Work involves strategic planning, state agency administration, and overseeing all examination, supervision, and regulatory activities related to state-chartered credit unions authorized to do business in Texas and working closely with the executive director on the day-to-day operations of the agency. Plans, assigns, and supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Directs and coordinates supervisory activities through field and headquarters staff, and coordinates with federal agencies to accomplish regulatory objectives. Monitors compliance with state and federal laws, adherence to safe and sound practices, and evaluates the financial condition of regulated credit unions. Establishes, directly or in conjunction with federal agencies, enforcement actions or corrective programs for credit unions having problems or weaknesses, and monitors institutions' compliance and progress. Also serves as the Department's Information Resources Manager who is responsible for information technology reporting and who receives required continuing education each year.

DUTIES AND RESPONSIBILITIES

1. Reports to, provides counsel and advice, and maintains close communication with the Commissioner regarding the activities and operations of the Department. May perform duties of the Commissioner in his absence.
2. Reviews and analyzes Department operations to evaluate the performance of the Department and to identify areas of potential program modifications and improvements.
3. Manages the day-to-day operations of the Department, which includes the agency's financial and budget activities and other operational or programmatic activities. Responsible for managing budget attainment, short and long-term planning, and personnel for assigned areas of responsibility.
4. Required to successfully originate, develop, plan, and achieve goals. Develops and implements agency policies and procedures. Ensures that the Department adheres to agency goals, objectives, and strategies.

5. Plans, assigns, and supervises the work of others. Provides overall supervision and direction to all examination staff in matters pertaining to recruitment, selection, evaluation, promotion, discipline, and termination.
6. Monitors the conduct and activities of assigned staff and takes appropriate action to ensure that a high degree professionalism, staff morale, and a cooperative work environment are maintained.
7. Oversees the activities of assigned staff to assure: accurate assessment of the condition, performance, and compliance of regulated credit unions; consistent application of Departmental policies and procedures; accuracy, timeliness and thoroughness of reports of examination; maintenance of credit union files and work papers; adherence to examination priorities; on-the-job training and development of examination staff; ongoing awareness of the specific and systemic condition, performance, and prospects of regulated credit unions; reasonableness of conclusions and recommendations for regulatory responses.
8. Makes final recommendation to the Commission regarding the form and substance of regulatory enforcement actions or corrective programs, including closure and resolution, for institutions having identified problems, weaknesses, or insolvency situations, and thereafter coordinates the handling of such situations with appropriate federal authorities.
9. Oversees and/or prepares, reviews, edits, and approves agency reports and studies.
10. Provides direction and oversees the Network Specialist which includes maintenance of agency information technology systems and purchasing of hardware and software for the agency. Coordinates and communicates with the Texas Department of Information Resources on compliance with statutes related to information technology and resources.
11. Serves as public speaker, panel member, or agency representative in various form of communication to the credit union industry, the Legislature, media, and other State and Federal regulatory agencies. Provides information and advice to state agencies and the general public regarding agency activities and responsibilities.
12. Coordinates and works with the Department's General Counsel on matters of mutual concern.
13. Performs related work as assigned and may be required to include special projects.

GENERAL QUALIFICATIONS

Appointed by the Commissioner, subject to the approval of the Commission, the Deputy Commissioner must have at least five years' practical experience in the operation of credit unions during the 10 years preceding his/her appointment. Experience may consist of experience in exercising the powers and duties of a director, officer, or committee member of a credit union, or in the employment of a credit union regulatory agency. The Deputy Commissioner may not be an officer, employee, or paid consultant of a Texas trade association in the financial institutions field; or be married to a person who is an officer, manager, or paid consultant of a Texas trade association in the financial institutions field. The Deputy Commissioner serves at the will of the Commissioner.

EXPERIENCE

Five years progressively responsible experience, including supervisory experience, in regulation, examination, and analysis of financial institutions and/or related financial industry experience is preferred. Experience in policy administration and management work.

ACADEMIC REQUIREMENTS

Graduate of an accredited four-year college or university with degree in a business, public administration, or directly related field.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of local, state, and federal laws and regulations; of business and management principles involved in strategic planning, resource allocation, and leadership techniques; of accounting, budgeting, and financial principles; and of the principles and practices of public administration and management.

Ability to 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 implement agency policies and procedures; to prepare concise reports; to make presentations and testify at hearings; to communicate effectively; and to plan, assign, and supervise the work of others.

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.
- Must possess or obtain within six (6) months 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.
- Satisfy a criminal activity background check.
- Individuals selected for this position are subject to an employment eligibility check through e-verify.