



# Denver Municipal Federal Credit Union

Job Description: **1000**  
**President/Chief Executive Officer**

Date: April 1995

**Reports to:** Board of Directors

**Objective:** To interpret and apply policy set by the Board of Directors. To determine basic objectives of the credit union, establish plans and provide authority to achieve objectives. To analyze and appraise the effectiveness of all operations. To ensure for the achievement of results and subsidiary activities. To control, administer and operate the business of the credit union.

**Essential Responsibilities:**

1. Ensures for the implementation of policy, procedures and goals established by the Board of Directors.
2. Controls, administers and manages the business of the credit union. Keeps abreast of all programs, procedures, and functions of the credit union. Analyzes past and current operating results. Ensures for appropriate steps to correct any unsatisfactory areas of performance.
3. Develops a business plan to include: operations; human resources; financial performance and growth; establishment of current and long range objectives; and an annual budget.
4. Prepares and maintains corporate records. Safeguards funds disbursed and received by the credit union. Review records and funds for completeness and acts to insure for the accuracy of all financial, statistical and accounting records.
5. Establishes and maintains contacts and relationships with sponsor, management, other credit unions, financial institutions, and legislative bodies.
6. Directs all credit union operations. Plans, recommends and implements programs and procedures. Ensures that all functions are performed properly and/or corrected.
7. Directs the development of all human resource programs, including recruitment, compensation and benefits. Ensures for the equitable hiring, evaluation, promotion and discharge of personnel. Acts to encourage employees to achieve self-development.



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8. Manages loan and investment portfolios for maximum return and safety.
9. Directs and develops an effective and efficient staff: conducts training, performance appraisals, merit reviews and develops performance standards for staff.
10. Directs the management team to develop a network to effectively inform and educate staff.
11. Performs other related duties, including special projects, as required or requested.

**Qualifications:**

**Education/Experience:** Bachelor's Degree in Business or National Credit Union Institute Certification with the equivalent in recent and related work experience, and seven (7) or more years of recent and related credit union experience at the director's level. Must be able to work flexible hours. Demonstrated supervisory and development experience. Demonstrated willingness to participate in technical and professional development seminars, training and education as required. Must be bondable.

**Performance:** Demonstrated experience performing in compliance with established human resource and departmental policies regarding: attendance (absences, tardiness, sick leave and vacation use, and other scheduled or unscheduled absences); dress code; customer/member services; safety; security, disaster and other policies procedures and practices. Demonstrated effective and diplomatic oral and written communication skills. Performance is limited to the scope of essential duties and responsibilities.

**Physical/Environmental Characteristics:** Essential duties are performed in a general office work environment and regularly require sitting at a work station/desk while completing paperwork or using computers, calculators, copiers, fax machines and other business office machines and equipment. Essential duties may also involve: occasional kneeling, squatting, bending, walking, crouching, stooping and lifting up to 30 pounds to stack, store supplies or various office equipment, as directed. **Compliance to security and safety procedures, including use of Personal Protective Equipment (PPE), is required.**

