



### Position Description

<b><u>Title</u></b> Assistant VP of Lending	<b><u>Company</u></b> ARC Federal Credit Union
<b><u>Qualifications</u></b> Bachelor's Degree in related field preferred 5 years lending experience 3 years management experience	
<b><u>Special Requirements</u></b> 3 years mortgage lending experience preferred	
<b><u>Organizational Relationships</u></b> Responsible To: VP of Lending	
Responsible For: Loan Officers, Processor(s), and Collection Officer	

#### *Purpose*

Assist in the daily operations of the Loan Department, and support the VP of Lending in the supervision, management, and strategic planning of the Loan Department.

#### *Duties and Responsibilities*

- A. Assist in the daily operations of the Loan Department
  1. Meet with and assist members with the loan application process to ensure completeness of information.
  2. Pull credit reports and calculate debt-to-income ratios on loan applications.
  3. Calculate the applicant's secured and unsecured debt amounts.
  4. Determine collateral needs and payment plans for members applying for loans.
  5. Based on the Credit Union's underwriting guidelines, approve or deny loan applications.
  6. When a loan is denied, explain reasons for denial in a professional and courteous manner. Work with the Member to provide recommendations or alternative options for other possible ways to secure a loan in the future.
  7. Verify the accuracy of loan amounts and repayment terms on approved loan applications.
  8. Complete loan documents and disburse loans when approved.
  9. Cross-sell lending and other credit union products.
  10. Assist the Collections Officer in managing and resolving delinquent loans according to Credit Union policies and all applicable State and Federal laws.
  
- B. Support the VP of Lending in the supervision, management, and strategic planning of the Loan Department
  1. Participate in the Credit Union's long-term and short-term strategic planning sessions.
  2. Assist in setting the Loan Department's strategic plan to align with the Credit Union's business plan.
  3. Assist in establishing and communicating departmental goals.
  4. Assist in developing and monitoring performance standards of the Loan Department staff.
  5. Provide mentoring, coaching, or training of Loan Department staff.
  6. Assist in developing, implementing, and monitoring policies and procedures in accordance with credit union goals, strategies and regulatory compliance. Work with other departments to maintain consistency in credit union policies and procedures.
  7. Work with Loan Officers and members on complex issues to prevent loss to the credit union and support membership.
  8. Assist in overseeing and monitoring the loan function to achieve strategic goals.
  9. Keep abreast of industry changes in lending and provide solutions to maintain competitiveness and compliance.

10. Work with the VP of Lending and Marketing staff to execute sales calls and financial education programs to Realtors, SEGs and other groups in the community for potential loan referrals. Represent and promote the credit union at external functions.
11. Perform other duties and responsibilities as requested.

This Position Description covers only the Essential Functions for this position. The incumbent is expected to satisfactorily perform other related duties as assigned. All tasks are subject to possible reasonable accommodation with respect to statutorily protected individuals with disabilities.