



POSITION DESCRIPTION

POSITION TITLE:	Project Specialist	DEPARTMENT:	Administration
CLASSIFICATION:	Non Exempt		
PREPARED BY:	Human Resources		
DATE PREPARED:	January 8, 2015		
APPROVED BY:	Executive Vice President		
DATE REVISED:	December 13, 2021		

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	Executive Vice President
POSITION SUPERVISED:	None

POSITION PURPOSE

Provide support to staff and members on special projects pertaining to legal issues, system clean-up, and various other projects as identified. Prepare reports, correspondence, manuals, spreadsheets and other communications utilizing a broad range of computer applications.

ESSENTIAL JOB FUNCTIONS AND DUTIES

Promote "SCOPE" to our employees, management and members.

Communicate with credit unions legal counsel regarding certain legal issues.

Perform file/system clean-up on member accounts.

Confer with supervisors and managers to discuss such matters as use and maintenance of credit union systems.

Review Power of Attorney papers as requested.

Manage various projects within the credit union as needed.

Respond to NCUA Consumer Complaints.

Act as back-up to liaison for NCUA Exam.

Complete required annual training and adhere to all Credit Union policies and procedures, including but not limited to BSA, MIP, OFAC, Privacy and Electronic Use.

Perform other related duties as required and assigned.

KNOWLEDGE AND SKILLS

Ability to apply logic to define problems, collect data, establish facts, and draw conclusions.

Strong computer skills

Strong knowledge and use of Microsoft Office products.

Ability to interpret legal documents.

Ability to interpret instructions and can deal with multiple variables.

Display a professional appearance, demeanor, and dress.

Excellent oral and written communication skills.

Solid interpersonal skills.

Effective time management and project management abilities.

Ability to function and form decisions with little to no supervision.

EDUCATION AND EXPERIENCE

Bachelor's Degree from a four (4) year university or college in a related field, or two (2) to four (4) years experience, or any similar combination of education and experience. Must have a minimum of two (2) years business analyst/project management experience in a complex business environment.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

Talking:	Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
Average Hearing:	Able to hear average or normal conversations and receive ordinary information
Repetitive Motion:	Movements frequently and regularly required using the wrists, hands, and/or fingers. Requires repetitive stooping, kneeling, or crouching.
Average visual abilities:	Average, ordinary, visual acuity necessary to prepare or inspect documents or products or operate machinery.
Physical strength:	Sedentary work; sitting most of the time. Exerts up to 20 lbs of force occasionally.

Finger Dexterity: Using primarily just the fingers to make small movements such as typing, picking up small objects, pinching fingers together, feel objects, tools, or controls.

WORKING CONDITIONS

No hazardous or significantly unpleasant conditions. Noise level is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, skills, or working conditions. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Position descriptions are not intended and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

I have read and received a copy of the position description.

Employee

Date