Conference of State Bank Supervisors (CSBS)
Job Description

<table>
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<tr>
<th>Job Title</th>
<th>Vice President, Nationwide Multistate Licensing System (NMLS) Business Services</th>
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<tr>
<td>Reports To</td>
<td>Senior Vice President, Policy &amp; Data Analysis</td>
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<tr>
<td>Department</td>
<td>SRR</td>
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<td>Position #</td>
<td>203</td>
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<tr>
<td>FLSA Status</td>
<td>Exempt</td>
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<tr>
<td>Date</td>
<td>March 2017</td>
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<td>Grade</td>
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**Job Summary**
The Vice President for Nationwide Multistate Licensing System (NMLS) Program has primary responsibility for administering and directing the NMLS program and business operations. The position will manage and support a highly qualified professional team, which has business ownership responsibilities for NMLS program activities. The Vice President’s overall responsibilities include organizing and implementing a program administration and policy making process that effectively incorporates state and federal regulatory stakeholders, as well as industry licensees and advisory groups, to create policies and practices that direct NMLS operations in support of CSBS’ Strategic Plan.

**Job Responsibilities**
To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned to meet business needs.

- Provide leadership in defining the role of the NMLS as a collaborative system of supervision in the daily work of state regulators, federal agencies, and industry licensees/registrants, balancing the work of sovereign regulators in adhering to their laws against the value of best practices applied at a nationwide level. Able to translate general and sometimes vague or disparate ideas into concrete policies, processes, and plans of action. Be an advocate for the idea that good process results in good outcomes.

- Provide leadership, management, and policy direction to a staff of professionals responsible for identifying, developing, and directing the implementation of NMLS policies and enhancements. Manage a policy governance process from end-to-end that includes the facilitation of numerous committees and working groups of external stakeholders, internal vetting, decision-making, documentation and communication to all stakeholders. Take ownership of the daily management of issues that staff are working on and provide reports to senior management.

- In conjunction with the Senior Vice President, develop long-term strategic plans, consistent with the CSBS strategic plan, to enhance NMLS as a supervisory tool for state and federal regulators of financial services. Lead the identification and management of annual initiatives in support of this
plan.

- Provide administrative leadership, working with business owners across the State Regulatory Registry (SRR) to track, evaluate, and enhance NMLS programs. Prepare and present reports to senior management and CSBS boards of directors.

- Ensure effective communication with all NMLS stakeholders, including state regulator users, federal agencies, licensees, registrants, Mortgage Loan Originators, and other industry representatives. Communications will include formal emails, conference calls and webinars, website postings, and newsletters. Responsible for ensuring that communications reach affected parties.

- Manage the stakeholder input and public comment process for NMLS, ensuring adherence to the policies and processes established by the NMLS Policy Committee and providing all stakeholders an opportunity to provide input on major system policies.

- Promote clear and consistent writing of issue papers and policy documents that objectively and succinctly reflect the complexity and trade-offs associated with major issues and accurately reflect the decisions of working groups and committees. Ensure that the written work product emanating from all staff meets the highest standards of quality.

- Lead discussions with NMLS users to determine priorities in terms of system enhancements and work with CSBS IT to ensure that the enhancements are implemented in such a way as to meet regulatory goals, adheres to system operating principles, balances various user concerns and promotes transparency in processes.

- Troubleshoot conflicts and facilitation issues, both among internal staff working on NMLS and external NMLS stakeholders.

**Additional Responsibilities**

- Work with SRR senior management to establish and pursue the long-term objectives for NMLS and track progress towards these objectives.

- Maintain systems that track policy issues, housing policy and other supporting documents such that they are accessible to SRR staff and NMLS stakeholders.

- Prepare and deliver presentations concerning NMLS functionality and policies.

**Team Position Titles Supervised**
Senior Director Policy (2); Director NMLS Policy; Director Policy; Manager NMLS Communications; Dir., SRR Policy.

**Minimum Qualifications**
To perform this job successfully, an individual should possess the knowledge, skills, and abilities listed and meet the amount of education, training and/or work experience required.
**Education and Experience**

- Bachelor’s degree required. Master’s degree in Public Administration (M.P.A.), Master’s in Business Administration (M.B.A.), or other relevant advanced degree strongly preferred.
- A minimum of 15+ years of government (such as federal or state regulation or administrator), financial services, or other relevant experience.
- At least seven year’s staff and team leadership and management experience.

**Knowledge, Skills and Abilities**

- Demonstrated experience developing, implementing and communicating regulatory policies.
- Demonstrated experience in nationwide program administration.
- Strong facilitation skills with a demonstrated ability to manage groups on conference calls and in-person meetings to drive to actionable conclusions while at the same time providing all an opportunity to provide input.
- The ability to listen reflectively.
- The ability to speak so that you are heard and write so that you are read.
- Able to manage and lead a team of highly-skilled professionals working on multiple projects at once with the necessary attention to detail and organization to track output and communicate reports effectively to the Senior Vice President.
- Consultative working style, able to effectively interface with various parts of the organization with different goals and communication styles.

**Working Conditions**

- Office environment
- Occasional travel outside Washington D.C. area (5-10 days per quarter)

This job description should not be construed to imply that these requirements are the only standards for the position. Incumbents will follow any other instructions and perform any other related duties as may be required. CSBS has the right to revise this job description at any time. CSBS is an “at will” employer and as such, neither this job description nor your signature constitutes any form of contractual arrangement between you and CSBS.
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<th>Employee’s Signature</th>
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