

# JOB DESCRIPTION FORM

**Job Title:** Assistant Branch Manger

**Employee Name:**

**Department:** Branch Administration

**Reports To:**

New  Revised

**Date:** July 2007

HR Approved _____	Date _____	Position Group _____
Grade ____	Position Class _____	Exempt <input type="checkbox"/> Yes <input type="checkbox"/> No
		Security Sensitive <input type="checkbox"/> Yes <input type="checkbox"/> No

**I. PURPOSE OF THE JOB (What are the end results or objectives of the position? Why does the job exist)**

Provides assistance to and participates with Branch Manager in the overall responsibility for the administration, operations, security, sales, compliance and customer service for the branch facility. Interact with branch personnel and manager. Interact with branch customers, community groups and organizations. In the absence of the branch manager assumes the manager's responsibilities.

**II. PRIMARY FUNCTIONS AND RESPONSIBILITIES (What duties are required for the position to exist? (List no more than 6))**

1. Provide customer service to determine financial needs of new customers as referred by CSR's. Provide knowledgeable information on all products available and assist customer in determining the needs and benefits.
2. Establish new accounts adhering to policies and procedures and cross sell appropriate products meeting the customer's needs. Assist the Branch Manager in reviewing monthly branch sales activity. Identify variances to budget and assist in recommending and implementing any changes to branch sales and marketing strategies.
3. Provide useful information regarding all consumer loan products in determining the needs of the customer. Process all applications, (consumer and equity products) based on lending authority limits. Process all applications completely and accurately.
4. Oversee cash ordering, scheduling and staffing issues as pertains to Senior CSR responsibilities.
5. Create team atmosphere utilizing leadership skills, promoting branch growth, sales opportunities and encourage active participation by all staff. Encourage an open door policy to promote communication and effective feedback.
6. Cooperates with the Banking Operations, Security, Human Resources and Audit departments to ensure that policies are implemented and followed properly in order to ensure the protection of employees as well as customer and Bank assets.

**III. SECONDARY FUNCTIONS INCLUDE (Responsibilities/important duties performed occasionally or in addition to the essential duties of the position.) (List no more than 3)**

1. Attend all required branch meetings, bank business meetings and educational courses. Participate in monthly FSR meetings.
2. Provide supervisory direction in the absence of the Senior CSR.
3. Support staff shortages.

**IV. SUPERVISORY RESPONSIBILITIES (Provide the number and type of employee supervised, level of authority to hire and fire or to make recommendations.)**

Oversee all branch operations in the absence of the branch manager to include approving expenditures, time sheets and all other pertinent documents requiring branch manager approval.

**V. REGULATORY RESPONSIBILITIES**

Comply with all State and Federal Regulations, the bank's Board approved policies and management approved procedures as they relate to your job function. Complete assigned Compliance courses in a timely manner.

Support the bank's Anti-Money Laundering Program by: completing assigned Bank Secrecy Act/Anti-Money Laundering (BSA/AML), Customer Identification Program (CIP) and Office of Foreign Assets Control (OFAC) courses in a timely manner; and complying with the bank's Board approved BSA/AML, CIP and OFAC policies and related management approved procedures.

Maintain records for courses involving compliance with State and Federal laws that are not assigned by the compliance department to provide evidence of compliance with the above laws, policies and procedures. Supervisors or the employee attending such training is responsible for ensuring that evidence of training is submitted to Human Resources for archival in the employee's file.

**VI. KNOWLEDGE AND EQUIPMENT PROFICIENCY (Indicate which are required, preferred, or desirable. Include licenses and certificate.)**

- High School GED, or two or more years of related experience and / or training, or the equivalent combination of education and experience. Bachelor's Degree preferred.
- Above average computer skills, including EXCEL, WORD, and Outlook required. Skills for using basic office equipment preferred (phone, fax, copier, etc.)
- Notary License required.
- Must evidence a high level of mathematical skills to assist in overseeing Branch operations.
- Demeanor, manners, presentation skills, and appearance must be suitable for a leadership role in Branch banking.
- Ability to manage change and opportunities. Strong leadership skills to monitor subordinate behaviors and results to reinforce positives and to take corrective actions as needed.
- Effective organizational and time management skills. Ability to perform at a pace commensurate with demanding workloads. Willing to extend when needed to deal with employee/ Customer needs.

**VII. PHYSICAL EFFORT**

KIND: Standing, walking, bending, and sitting for extended periods. Occasional lifting up to a maximum of 50lbs

**VIII. OTHER**

Management retains the right to add to or change the duties and requirements of this position at anytime. This job description supersedes all prior job descriptions.