



JOB POSTING NOTICE

All applications will be reviewed and selected for posted positions without regard to race, color, religion, national origin, sex, age, marital status, or disability.

Job Posting #	Position/Status/Grade	Location
10-023	Branch Manager Full-time/Exempt Grades: 20-1	Redmond Branch, Redmond, OR

*****Revised*****

Summary:

Overall responsibility for the operations, platform support and lending functions of the branch. Actively participate in business development and sales activities. Participate in civic and service club functions where the goals of the Bank are enhanced. Provide excellent customer service.

Relationships:

Reports to: Regional Administrator

Contacts: Branch Staff and Customers

Duties and Responsibilities:

- *Focus on the customer and provide quality customer service*
- *Develop loan and deposit assets to achieve branch goals.*
- *Control branch expenses and maximize earnings*
- *Supervision of branch operations, including training and staff development*
- *Adhere to all compliance and regulatory issues*
- *Maintain highest level of customer service, professionalism and teamwork*
- *Ensure that the branch/department personnel maintain a current knowledge of and process work in accordance with Bank policies and procedures.*
- *Ensure all personnel are fully aware of and adhere to the Bank's CIP, BSA and related security procedures.*
- *Ensure each staff member completes the required Compliance training within established time frames.*
- *Perform other duties as assigned*

Position Qualifications:

- *Three or more years of banking and commercial and Real Estate lending experience required*
- *A high level of interpersonal skills to conduct productive interview sessions with loan applicants and solicit new business from current and prospective customers*
- *Thorough understanding of the requirements and features of the loan programs offered by the bank to provide related information to applicants*
- *Analytical ability to conduct an analysis of the applicants' credit status and recommend alternatives*
- *Excellent oral/written communication skills and analytical skills*
- *Excellent organizational skills, detail orientation and ability to work with minimal supervision*
- *Ability to function in a team environment and be a team player.*
- *Strong sales and relationship management skills*
- *Strong analytical and problem solving skills*
- *Strong supervisory/teambuilding skills*
- *Market Area knowledge preferred*
- *Knowledge of and ability to discuss the bank's CRA Program and be involved in CRA-supporting activities*