



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.

Posting Date: November 4, 2009

Job Posting #		Position/Status/Grade	Location
09-091		Business Relationship Officer 1, 2 or Sr Full-time/Exempt Grades: 20-1, 21-1, 22-1 (DOE)	S OR Bus Banking Ctr, Medford, OR

Summary:

This position handles a portfolio of moderate to complex commercial loans. Originates commercial, consumer, small business and real estate loans. Develops and maintains customer relations; aggressively participates in business development by making personal calls on customers (current and prospective) and other interested parties. Actively cross-sells services in a professional manner.

Relationships:

Reports to: Business Banking Center Manager

Contacts: Loan Support Staff, other Loan Officers and Administrative Officers

Duties and Responsibilities:

- *Focus on the customer and provide quality customer service*
- *Maintain an active prospect list*
- *Interviews applicants and recommends approval of customer applications for commercial loans*
- *Analyzes applicant financial status and credit to determine credit decision*
- *Approves loan within established limits*
- *Verifies loan agreements are complete and accurate according to Bank policy*
- *Portfolio management*
- *Loan follow-up*
- *Participate in business development by making personal calls on customers, current and prospective*
- *Provides excellent customer service*
- *Represents the Bank by visibility and involvement in the community*
- *Performs other duties as assigned*

Position Qualifications:

- ***Business Relationship Officer I** – 1 to 3 years prior lending experience (commercial, small business and commercial real estate a plus)*
- ***Business Relationship Officer II** – 3 to 6 years prior lending experience (commercial, small business and commercial real estate a preferred)*
- ***Senior Business Relationship Officer** – 6 or more years prior lending experience (commercial, small business and commercial real estate 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.*
- *Knowledge of and ability to discuss the bank's CRA Program and be involved in CRA-supporting activities.*
- *Maintain a current knowledge of and process work in accordance with Bank policies and procedures.*
- *Specifically adhere to the Bank's CIP, BSA and related securities procedures.*
- *Complete required Compliance training within established time frames.*