

Internal Job Posting

Date: 08/27/15
To: All Employees
CC: All Locations
From: Terry Beaulieu
RE: Presque Isle Branch Manager

We are seeking to staff the Presque Isle location with a dynamic, self-motivated individual to manage its daily operations as well as perform all aspects of loan underwriting and approval based on assigned authority. The position carries heavy emphasis on sales and business development, consumer and commercial loan processing, as well as responsibility for day-to-day administration and operations of the office along with a high degree of supervisory functions not limited to keeping staff focused, stimulated and energetic.

Responsibilities include providing exceptional member service to NorState FCU members. The successful candidate will have demonstrated a personable and helpful demeanor, will be well organized and adjust to changing workloads. The candidate must have above average computer skills and be a team oriented individual and leader.

In considering who should fill the position, senior management will consider the individual's capabilities first and seniority second.

All interested persons must notify their immediate supervisor and complete a letter of application, indicating why he or she is interested in the position as well a why he or she should be considered for the position.

Please submit your letters to Terry on or before 12:00 Noon Thursday, September 3rd, 2015.

Posted: Main Office - Eagle Lake – Ashland – Van Buren – Fort Kent – Presque Isle

Title: Branch Manager

Reports To: Vice President Branch Administration

Purpose:

Support and lead assigned credit union branch. Participate in the strategic planning and management of credit union branches.

Duties and Responsibilities:

1. Participate in the credit union's long- and short-term strategic planning as it relates to branches.
2. Oversee lending functions of the branch. Monitor adherence to sound credit practices and administration policies.
3. Implement, direct, and monitor policies and procedures in accord with credit union goals and strategies.
4. Develop and monitor performance standards.
5. Design a development and training plan for each direct report to include coaching, motivation, and support.
6. Communicate properly with all employees to ensure positive and clear understanding of credit union goals and direction.
7. Apply and evaluate policies and procedures for the branch.
8. Assist in recruiting and selecting quality applicants for vacancies, ensuring that the credit union is adequately staffed with competent employees resulting in efficient branch operation.
9. Schedule and give performance reviews.
10. Manage and recommend the purchase of equipment and supplies.
11. Ensure that the branch is in compliance with federal laws and regulations set forth by the National Credit Union Administration and other regulatory agencies.
12. Monitor office activity, including number of transactions, volume, MSA errors, loan volume, MSA and loan personal sales, and new accounts.
13. Monitor key product sales within the branch to ensure profitable and sound business practices for the credit union, a high quality of service for members, and those employees are maximizing opportunities to sell products.
14. Manage the security and safety of the branch, with responsibility to analyze security and safety policies and procedures, and to alert staff of any changes.
15. Represent the credit union in community activities.
16. Participate in business development and marketing.
17. Perform other duties as assigned by supervisor.