



JOB DESCRIPTION

Job Title: Banking Center Manager
Location: St. Bernard Banking Center
Reports To: Retail Banking Manager
Prepared Date: July 9, 2018
Approved By: Human Resources

SUMMARY:

Will be responsible for driving banking center profitability through growth of core deposits, loans and co-worker development. This includes developing business plans, setting priorities, leading customer service initiatives and ensuring compliance with all company policies including cash control procedures and standards of conduct. You will be held accountable for the overall financial performance of the banking center.

ESSENTIAL DUTIES AND REPSONSIBILITIES (including, but not limited to):

- Provide scheduling for CSR's and part time employees for maximum efficiency and minimum cost.
- Train new branch employees.
- Assist on the CSR line.
- Perform evaluations for CSR's.
- Conduct staff meetings.
- Exhibits passion for customer service excellence and fosters this across banking center staff
- Spends time coaching and encouraging positive behavior of banking center staff
- Council customers on the selection of all types of accounts offered, open new accounts
- Interview loan applicants: assist them in completing applications.
- Keeps the banking staff informed regarding Bank policy and assures that policies are being followed.
- Enforces the Branch's security regulations.
- Serve as notary public.
- Coordinates banking center customer events, community involvement and outreach, as needed.
- Will include other duties as assigned including First State Bank's Standard of Performance.