

Portville Branch Supervisor

POSITION PURPOSE

Responsible for directing and administering the operational efforts of the Branch Office. Ensures that established policies and procedures are followed. Oversees provision of a full range of services including lending to members and prospective members. Ensures that members are promptly and professionally served. Trains, directs, and supervises Branch staff.

QUALIFICATIONS:

EDUCATION/CERTIFICATION: Bachelor's degree in business or related field or Associates degree along with equivalent experience.

REQUIRED KNOWLEDGE: Thorough knowledge of Credit Union account products and services. Thorough knowledge of consumer lending processes. Understanding of related legal and regulatory requirements. Familiarity with Branch functions, policies, and procedures.

EXPERIENCE REQUIRED: At least three years of related experience in a financial institution, with a minimum of two years of supervisory and leadership experience.

SKILLS/ABILITIES: Strong interpersonal, leadership, and supervisory skills. Ability to direct employees through written and verbal communication. Ability to maintain an effective and efficient workflow. Ability to operate related computer applications and related business equipment.