

eBranch Manager – Job Description Summary

Responsible for managing activities for the eBranch Center and ensuring that member service objectives are well supported. Ensures that members are promptly and professionally served. Oversees the training of new personnel. Ensures that professional relations exist with members and that reporting and informational needs are met. Attends and participates in meetings as assigned and keeps management well informed of activities and significant problems. Trains, directs, and supervises Branch staff.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Supervisory responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment