

Assistant Branch Manager (\$10 - \$25 million) - Job Standards

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

Note: The standards for the Assistant Branch Managers (#609, #610, #611) are essentially the same with the exception of size factors such as: Branch assets, number of employees, customers, loans. The organization should specify the criteria to make meaningful distinctions between various branch operations.

KNOWLEDGE OF WORK:

- Knows all products and services and can perform all branch functions
- Maintains a current knowledge of all regulations affecting various branch functions
- Understands security and building maintenance requirements and acts as the Security Officer
- Understands computer operations of organization and has the second highest authority level in the branch for signatures, overrides, loan approval, and exception authorization

QUALITY OF WORK:

- Assists Branch Manager in the overall operation of the branch, as directed
- Acts as the direct supervisor for one or more branch functions (i.e., lending)
- Keeps staff informed on security matters and monitors compliance to risk management requirements
- Delegates work effectively to subordinates and monitors work schedules and task completion
- Communicates operational and personnel problems to Branch Manager and participates in resolving same

QUANTITY OF WORK:

- Performs all assigned tasks as scheduled, while finding time to assist others
- Works cooperatively with the Branch Manager to conduct efficiency studies, construct traffic reports, and complete the Branch Performance Statistical Report
- Assists in scheduling, training, and general management of staff
- Conducts periodic quality checks in all departments to ensure standards are being met

PROBLEM ANALYSIS:

- Listens well to learn facts; seeks input from all appropriate employees
- Conducts research necessary to determine and verify facts before acting
- Confers with Branch Manager to consider the facts of problem and appropriate solution

DEPENDABILITY:

- Can be counted on to be here every day
- Is at work station and ready to work at starting time
- Keeps personal telephone calls to a minimum and sets the same standard for others
- Follows lunch schedule as closely as possible