

# OPPORTUNITY BANK OF MONTANA

## JOB DESCRIPTION

**Job Title:** Branch President

**Position Summary:** Plans, directs and controls banking activities of a specific branch under general supervision of Market President in conjunction with the Bank's overall goals and strategic objectives.

### **Core Competencies**

Demonstrated ability:

- To maintain confidentiality
- To provide excellent customer service
- To handle stress and meet deadlines/goals
- To work independently and as a team member
- To perform basic math functions
- In attention to detail and accuracy
- In computer use including Microsoft Office Suite
- In oral communication and interpersonal skills
- In judgment and decision-making
- In analytical and problem-solving skills
- In time management
- To identify and offer appropriate credit solutions and to originate, process and book new loans

### **Physical Requirements**

Ability to:

- sit for extended periods of time
- use telephone frequently
- extensive use of computer screen
- normal or correctable to normal vision and hearing
- reach, stand and walk on frequent basis
- lift and carry up to 20 pounds on occasional basis
- kneel, crouch and climb on occasional basis

*(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)*

### **Environmental Demands**

Exposed to potential hazard of robbery – position receives detailed instructions to minimize risk

### **Education and Experience Requirements**

4 year college degree (accounting, business, finance, management or related) & 4 years relevant experience - or equivalent combination of education & experience

Extensive knowledge of industry products, policies and procedures, operations, and compliance regulations

Extensive supervisory & leadership experience including branch management

Extensive knowledge of consumer and commercial lending activities and terminology

### **Education and Experience Preferences**

Experience with teller line and retail banking processes, branch management, consumer and commercial lending

### **Licensing/Certification Requirements**

Current National Mortgage Licensing System (NMLS) registration or ability to obtain NMLS registration.

### **Other Requirements**

#### **FLSA Status**

- ☐ Eligible for overtime pay  
☒ Exempt from overtime compensation

### **Supervisory Responsibilities**

As outlined in Essential Functions & Key Areas of Responsibility

### **Classification Level**

Officer

### **Work Hours**

Typical schedule may be varied and flexible Monday-Friday between 7:30 a.m. – 6:30 p.m. with flexible hours as needed during peak times, vacations, and sick leave. Some job positions regularly work Saturday shifts and supervisor will advise if applicable to this job position.

Employee may also be required to work extended hours on an occasional basis in order to fulfill job duties and responsibilities as outlined in Essential Functions & Key Areas of Responsibility.

### **Essential Functions & Key Areas of Responsibility**

- Carry out the bank's vision and mission.
- Responsible for facility management, including security, opening and closing procedures.
- Provide overall management of branch and supervision and development of branch personnel, coordinating available resources (staff, materials, facilities, etc.) for maximum results.
- Engage in business development activities to maintain and expand lending portfolio and deposit relationships.
- Oversee compliance with all Bank policies and procedures and applicable state and federal banking regulations.
- Establish long-term relationships with the bank's staff, customers, business partners and community members/organizations.
- Actively promote superior customer service and successful sales culture through training, leading, and coaching staff.
- Under direction of Market President:
  - Identify and pursue potential sources of business and other strategies to meet established goals and directives
  - Assess effectiveness of the branch marketing plan
  - Contribute to the overall profitability of the branch
  - Implement cost controls, income generation, and branch marketing efforts
  - Monitor expenses to ensure compliance with budget
- Handle customer problems and complaints at the branch level. Counsel customers with special problems or in disagreement with bank or its policies and procedures.
- Perform other related duties as assigned.

**Disclaimer:** The information portrayed on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of the employees assigned to this job.

**Employee Signature**\_\_\_\_\_ **Date**\_\_\_\_\_