**JOB DESCRIPTION**

**ASSISTANT BRANCH MANAGER**

**Department:** Branch Office

**Immediate Supervisor:** Branch Manager

**PRIMARY FUNCTION**

The primary responsibility of this position is to act as a backup to the branch manager, assisting in the overseeing of the operations at the branch office to ensure that the office is run in a productive and efficient manner, while maintaining compliance with all credit union policies and procedures.

Acts on the branch manager’s behalf in his/her absence.

**DUTIES AND RESPONSIBILITIES**

* Assists branch manager in all phases of the daily operations and supervision of the branch, including staff training, orientation, interviewing and scheduling.
* Assists branch manager in all aspects of the security and maintenance of the branch office’s property and equipment.
* Answers technical/operational questions from credit union team members and makes appropriate recommendations.
* Assists /backs up the branch manager in handling problems or situations concerning member accounts, including delinquencies, share draft reconciliations.
* Performs lending functions at the branch; assists the branch manager in overseeing loan administration at the branch level; approves loans within lending limits.
* Assists in proving the branch vault and ATM daily.
* Assists in cash replenishment and proof of branch Teller Cash Recylers.
* Performs member service functions including; opening business accounts, Money Market Share Accounts, and handles ATM maintenance.
* Attends meetings within the branch, community, or at the main office as instructed or in the absence of the branch manager.
* Cross-sells all credit union services to qualified members whenever possible.
* As needed, performs all functions within the branch.
* In conjunction with the branch manager, keeps informed on the latest changes in consumer protection laws, current credit union policies and procedures, and any other credit union issues.
* Performs other duties as assigned.

**KNOWLEDGE AND SKILL REQUIREMENTS**

* High school graduate with at least one - two years prior credit union or banking experience is required.
* Computer system knowledge, including Excel and Word knowledge, is required.
* Lending authority and knowledge is required.
* Above average interpersonal and communication skills.
* Ability to work well under pressure and meet deadlines.
* A professional appearance and willingness to work flexible hours is required.