



Internal Posting

Position: Branch Manager

EEO Classification: First/Mid-Level Officials and Managers

Department: Member Services

FLSA Classification: Exempt

Position Reports To: Senior Branch Operations Manager

Position Summary

You will be responsible for maintaining member and co-worker relationships, managing branch operations, processes and staff, by building on our team-focused environment which centers on providing a high-quality member service experience.

Position Duties and Responsibilities

To succeed in this position, you must be able to satisfactorily perform common, uncommon and complex occurrences of each of the following with limited to no supervision from your manager.

- Responsible for planning, directing, organizing and overseeing operational activities of the branch, including branch sales, and branch security.
- Responsible for personnel management including hiring, training and development of staff.
- Maintain professional and positive public relations with members by actively participating in union functions.
- Works closely with credit union departments to ensure clear and consistent communication.
- Understand and comply with applicable Federal and State laws, banking regulations and OE Federal Credit Union's policies and procedures.
- Perform other related duties as assigned.
- Maintain a current notary public certificate.

Position Qualifications and Skill Requirements

- High School Diploma/GED required.
- Five years or more of management experience required; preferably within a credit union or bank customer service capacity.
- Excellent verbal and written communication skills required.
- Bilingual in Spanish and English preferred.
- Intermediate computer skills in Microsoft Outlook, Word, PowerPoint, Excel and web conferencing applications.

Physical Requirements

- Must be able to travel at least 0-25% of time, or as needed.
- Must have a valid state issued driver's license.
- Must be able to occasionally lift, carry, push or pull up to 15 lbs.
- Must be able to sit and stand for prolonged periods of time and walk for brief periods of time.
- Must be able to repetitively use a telephone and a computer mouse and keyboard.