



## POSITION DESCRIPTION

<b>TITLE:</b>	Retail Manager	<b>CATEGORY:</b>	Full-Time
<b>FLSA:</b>	Exempt	<b>LOCATION:</b>	Ottawa
<b>SEGMENT:</b>	Retail	<b>REPORTS TO:</b>	Community Bank President
<b>SHIFT:</b>	Monday-Friday: 8:00 a.m.-5:00 p.m.	<b>DATE:</b>	August 6, 2024

### SUMMARY

The position of Retail Manager is responsible for coordinating and supervising all aspects of Teller and Universal Banker operations within the branch and ensuring the daily activities are performed in a timely and accurate manner.

Assures compliance with all Bank policies and procedures, as well as all applicable state and federal banking regulations.

### ESSENTIAL DUTIES

- Maintains job results by coaching, counseling, commending and disciplining employees.
- Lead and motivate a team atmosphere in a professional workplace.
- Contribute to the fulfillment of department and company objectives and goals.
- Performs quarterly and surprise audits.
- Identifies mistakes when transaction items do not balance, assists in resolving those transactions.
- Must have strong communication, analytical, problem solving, and decision-making skills to effectively uncover and resolve complex customer and employee issues.
- Must be able to process in person retail and commercial customer transactions.
- Promote Bank products and services.
- Assists with the Night Depository, ATM, Vault, and Safe Depository duties
- Greeting customers, directing them to the appropriate area of the Bank, and ensuring the customer needs are met.
- Create and implement a monthly schedule for staff.
- Manage the time management system, including time off requests, payroll approval process for staff.
- Assist in the interview and hiring process for potential employees.
- Managing difficult situations with customers and providing them with a resolution, information or additional options.
- Understanding and training staff on all business entity types and legal scenarios (Guardianship, Conservators, POA's, Trusts, Estates, etc.)

- Maintain good public relations with customers and the community. Assume community leadership and service responsibilities with focus on the Community Reinvestment Act.
- Maintain the highest level of confidentiality with all information obtained.
- Contribute to a positive team environment through the department, branch, and Bank.
- Perform other duties and/or projects as assigned by management.
- Treats people with respect, keeps commitments, inspires the trust of others, works ethically and with integrity, upholds organizational values, accepts responsibility for own actions.
- Demonstrates knowledge of and adherence to EEO policy, shows respect and sensitivity for cultural differences, educates others on the value of diversity, promotes working environment free of harassment of any type, builds a diverse workforce and supports affirmative action.
- Follows policies and procedures, completes administrative tasks correctly and on time, supports the Bank's goals and values and benefits the bank through outside activities.
- Performs the position safely, without endangering the health or safety to themselves or others and will be expected to report potentially unsafe conditions. The employee shall comply with occupational safety and health standards and all rules, regulations and orders issued pursuant to the OSHA Act of 1970, which are applicable to one's own actions and conduct.

## **SECONDARY DUTIES**

The position of Retail Manger performs duties specific to the position and other functions as assigned.

## **SUPERVISOR RESPONSIBILITY**

The position of Retail Manager is responsible for the supervision of employee(s).

## **ENVIRONMENT AND PHYSICAL ACTIVITY**

The incumbent is in a non-confined office-type setting in which he or she is free to move about at will. It may include some minor annoyances such as noise, odors, drafts, etc.

The incumbent in the course of performing this position spends time writing, typing, speaking, listening, lifting (up to 10-20 pounds), driving, carrying, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, squatting, kneeling and reaching.

The incumbent for this position may operate any or all of the following: telephone, cellular telephone, beeper, copy and fax machines, adding machine (calculator), check protector, microfilm equipment, encoder, money counter, credit card terminal, typewriter, computer terminal, personal computer and related printers.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **MENTAL DEMANDS**

The incumbent in this position must be able to accommodate to reading documents or instruments, detailed work, problem solving, customer contact, reasoning, math, language, presentations, verbal and written communication, analytical reasoning, stress, multiple concurrent tasks, and constant interruptions.

## MINIMUM REQUIREMENTS

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this position. The requirements listed below are representative of the knowledge, skill and/or ability required to perform the position in a satisfactory manner. Individual abilities may result in some deviation from these guidelines.

- High school diploma or general education degree (GED) and **3+** years of related experience and/or training, or the equivalent combination of education and experience. Work related experience should consist of a cash handling and/or customer service background. Educational experience, through in-house training sessions, formal school, or financial industry related curriculum, should be business or financial industry related.
- Basic experience, knowledge and training in branch operation activities, terminology, products and services.
- Basic knowledge of related State and Federal banking compliance regulations, and other Bank operational policies.
- Basic skills in computer terminal and personal computer operation, mainframe computer system, word processing and spreadsheet software.
- Basic typing skills to meet production needs of the position.
- Exceptional problem-solving skills.
- Basic math skills, calculate interest and balance accounts, add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals, locate routine mathematical errors, count currency, coin and negotiable instruments in a timely manner.
- Effective verbal, written, and interpersonal communication skills with the ability to apply common sense to carry out instructions, interpret documents, understand procedures, write reports and correspondence, and speak clearly to customers and employees.
- Ability to deal with routine problems involving multiple facets and variables in standardized situations.
- Effective organizational and time management skills.
- Ability to work with general supervision while performing duties.
- Current **STATE** driver's license and a vehicle with appropriate insurance coverage if required to drive while performing assigned duties and responsibilities.

**Management reserves the right to change this position description at any time according to business needs.**

