

Management/Senior Executive

SUMMARY:

Directs and coordinates activities of one or more departments such as Customer Services, Loans and Collections, Tellers, and Accounting, and aids President/Chief Executive Officer in formulating and administering organization policies by performing the following duties personally or through subordinate managers.

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

- chiefly responsible for: hiring, terminating, appraising performance, recommending wage increases, maintaining job descriptions, maintaining personnel files and records, ensuring the Personnel Policies Manual is current, initiating in-service training programs, and employee self-development programs, scheduling work, shifts and vacations.
- the Vice President will in most instances delegate these functions to Departmental Supervisors and hold each accountable for these human resource functions
- manages the physical assets of the organization; including buildings, equipment, furnishings, and appurtenances.
- periodically reviews each department's operating systems and procedures to ensure optimum efficiency and effectiveness. Institutes such changes as might be appropriate to improving systems, policies and procedures.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)