

Job Title	Chief Operating Officer
Short Description	Responsible for assisting the credit union President/CEO in the overall management of the credit union. Has direct responsibility for the administration and supervision of front end and back end operations and branch activities within established policies and guidelines.
Full Description	<p>Assist in directing all credit union operations, which including planning, recommending, and implementing programs and policies, and providing general administrative direction.</p> <p>Manage daily operation of credit union and establish office procedures.</p> <p>Analyze various statistics and the use of technology in all areas of operation and make recommendations for the efficient operation and growth of the credit union.</p> <p>Ensure adequate equipment, supplies and working space are available.</p> <p>Ensure that the president is kept fully informed on the conditions and operations of the credit union and of all important factors influencing them.</p> <p>Maintain daily contact with branch managers, providing support, input, feedback and guidance concerning their daily operations.</p> <p>Monitor branch activity, including number of transactions, volume, teller errors, loan volume, teller and loan personal sales and new accounts.</p> <p>Develop, implement and maintain operational procedures to maximize efficiency and quality of work and to provide consistent quality services to members.</p> <p>Hold periodic staff meetings. Identify areas for improvement, changes in procedures, new developments, or changes in services or products. Keep staff up to date on trends and general credit union information.</p> <p>Oversee hiring, promotions, transfers, terminations and other changes in status of assigned employees.</p> <p>Evaluate the job performance of subordinates to ensure quality of work and service to members.</p> <p>Attend board meetings and report on assigned areas of responsibility as requested by the president.</p> <p>Manage and recommend the purchase of equipment and supplies.</p>
Education	4 year Bachelor's Degree.
Additional Comments	

Credit Union	Jefferson Credit Union
State	Alabama
Contact Name	Richard Morris
Email	rmorris@jeffersoncreditunion.org
Phone	205-444-4377
Fax	
Expiration Date	12/31/2021