

Aberdeen Proving Ground Federal Credit Union
Vacancy Announcement

Date: April 19, 2007
Position: Branch Managers
Department: Laurel Bush and Float Manager

EXAMPLE OF DUTIES:

Under the general direction of the Assistant Vice President of Branch Operations, responsible for the planning of branch operations to improve branch profitability and assist in developing and meeting yearly branch goals. Responsibilities include: directing, supervising, and coordinating the work of Member Service Specialists, Member Service Representatives and Tellers of a full service branch whose focus is lending; training of staff which involves people development; evaluation of loan applications and loan approvals, within scope of responsibilities. Responsibilities comprise the general supervision of day-to-day activities and the implementation of applicable Credit Union Branch policies and procedures in accordance with plans, programs, and objectives.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Knowledge of financial institution office procedures, commercial mathematics, and bookkeeping. Familiar with branch operations and management, bank administrative procedures, business computer operations (including PC skills), compiling, verifying and documenting financial transactions; also requires knowledge of credit laws and regulation; supervisory, analysis, human relations, communications and organization skills; the ability to handle a fast paced environment and make decisions.

Education: Equivalent to a Bachelor's Degree.

Experience: 4 to 5 years financial institution experience in branch operations and management, including 3 years of supervisory experience.

HOW TO APPLY:

Send resume and salary requirements by email to hr@apgfcu.com or fax to: 410-612-2441; or mail to:

ABERDEEN PROVING GROUND FEDERAL CREDIT UNION
Human Resources Department
P. O Box 1176, Aberdeen, Maryland 21001-6176

EQUAL OPPORTUNITY EMPLOYER