



JOB DESCRIPTION

JOB TITLE: BANK MANAGER
DEPARTMENT: RETAIL
LOCATION: KANSAS CITY, KS (LEGENDS)

First State Bank & Trust is a community bank with locations in northeast Kansas including Piper, Basehor, Tonganoxie, Lawrence, and Perry. We are hiring for a Bank Manager to join our team at our Legends location. Ideally, candidate will have business development and networking skills and a strong Retail banking background, including consumer lending.

SUMMARY

Responsible for the planning and direction of Retail banking activities related to the retention and expansion of existing account relationships and the solicitation of new business and prospective customer relationships within the Market assigned. Exercises managerial control formulates and expands business development activities for the Market through contact with existing and potential customers; facilitates a sales culture; communicates the sales/service vision and provides sales coaching to team; responsible for customer service, responsible for facility maintenance and appearance; represents the Bank in various civic and community functions; has direct supervision responsibilities for Retail team which may include Retail Office Supervisor, Personal Bankers; Customer Service Representative II's, and Customer Service Representative I's including performance evaluations, salary recommendations, training, career development, hiring, and termination.

- Direct supervision of Retail team which may include Retail Office Supervisor, Personal Bankers, Customer Service Representative II's, and Customer Service Representative I's. Including hiring, termination, job development, performance evaluations, salary recommendations, incentive programs, mentoring, sales coaching and debriefing, and regular meetings.
- Assists with establishment of Retail business development goals for Market that will meet or exceed Corporate objectives for Retail deposit and loan growth.
- Develops and executes a plan to meet or exceed goals.
- Acts as the lead relationship manager for all Retail customers and as a coordinator/support manager for other customer relationship needs.
- Calls on target customers and potential customers to promote and sell Retail products and services.
- Development of a customer base in the Market through sales calls and community involvement and ensures that key customer relationships are maintained.
- Ensures that direct reports have strong product and process knowledge and that all compliance requirements are met.
- Ensures that direct reports are trained to effectively make referrals to other areas of the Bank including commercial lending and trust and financial services.
- Ensures that losses and other risk issues for the Retail area are effectively managed and that any financial losses are within acceptable guidelines.
- Responsible for buildings and grounds appearing clean and attractive and all maintenance associated with Market location.
- Monitors Market including rates and makes recommendations as appropriate.
- Negotiates pricing, within guidelines, for new and existing customers.
- Responsible for promotional projects for Market.
- Viewed as a community leader and trusted advisor.
- Upholds a positive public image of the Bank to the community.

To apply e-mail your resume to kathyy@firststateks.com

www.firststateks.com

Equal Opportunity Employer