



POSITION DESCRIPTION

TITLE:	Project Manager	CATEGORY:	Full Time
FLSA:	Exempt	LOCATION:	GSD
SEGMENT:	Administration	REPORTS TO:	Chief Operations Officer
SHIFT:	Monday-Friday; 8:00 a.m.-5:00 p.m.	DATE:	October 21, 2021

SUMMARY

The position of Project Manager is responsible for administration of single or multi-faceted projects for applicable department(s) which may include the following: researching and compiling data, supervising the design, implementation, testing and monitoring of approved corporate projects.

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

ESSENTIAL DUTIES

- Defines project scope, goals, and deliverables that support business goals, including planning and scheduling project timelines and milestones; manages proactive changes in project scope, identifies potential issues and contingency plans, and responsible for developing and delivering communication plan.
- Develops best practices and tools for project execution.
- Oversees work progress and execution of project.
- Establishes standards and sets expectations by closely communicating with end users.
- Attends and participates in project meetings.
- Ensures all departmental documents and activities are performed in compliance with applicable laws, regulations, policies and procedures as applicable to this position, including completion of required compliance training.
- Performs other duties and responsibilities as assigned.

- Treats people with respect, keeps commitments, inspires the trust of others, works ethically and with integrity, upholds organizational values and 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 and 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 Project Manager performs duties specific to the position and other functions as assigned.

SUPERVISOR RESPONSIBILITY

The position of Project Manager is not responsible for the supervision of any 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 5-10 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 **5+** years of work- related experience, on-the-job training, and/or vocational training.
- Ability to read and interpret documents such as procedure manuals, general business correspondence and/or journals or government regulations.
- Ability to effectively present information in one-on-one situations and small group situations, to management, board of directors and other employees in the organization.
- Ability to manage processes and personnel even if those activities and individuals are not directly accountable to the individual from an organizational standpoint.
- Strong knowledge of financial products and industry best practices and regulatory requirements is recommended.
- Knowledge in using MS Office and Project Management programs.
- Strong time management, oral, written and presentation skills.
- Must demonstrate strong strategic thinking, judgment, motivation, dependability, project management, and analytical skills and qualities.
- Collaborative mind-set with strong interpersonal skills.
- A 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.

