

## **JOB DESCRIPTION**

### **CHIEF CREDIT OFFICER**

**DEPARTMENT/DIVISION: Lending Department**

**REPORTS TO: President and/or CEO**

**EVALUATED BY: President and/or CEO**

**JOB SUMMARY:** This position is responsible for prospecting, negotiating, underwriting, and servicing a variety of commercial, small business and agricultural loans within compliance of all laws, regulations and Farmers Savings Bank specific policies, and procedures. This position meets directly with clients, reviews and analyzes many types of financial, credit and collateral documents to determine feasibility of granting new or renewing existing loans. In addition, this position will hold a leadership role within the loan department and be actively involved in staff management, policy and procedure writing and other administrative duties.

### **LOAN PRODUCTION DUTIES:**

1. Perform business development tasks, including managing a pipeline by generating leads and referral business, and maintaining relationships with existing and past clients. Provides superior customer service.
2. Meet and communicate with prospects, applicants and clients to explain and provide recommendations on loan structure, terms and pricing. Actively cross sells other banking related products including deposits.
3. Collect, evaluate and input pertinent financial and collateral information, including tax returns, financial statements, credit history, title insurance, collateral type and values, which are used to underwrite and make decisions or recommendations for loan approvals via loan software/systems.
4. Prepare and present credit presentations for the Loan Committee and/or the Board of Directors Loan Committee when needed, for approval.
5. Participate in loan closings, check all documents for accuracy, ensure all clients signatures are collected and has a strong understanding of all closing package documents.
6. Maintain and service all existing loan relationships. Monitor loan performance, financial and collateral statements and ongoing collection. Collect on past due loans as necessary to prevent losses to the bank. Ensure all loan files are current and meet all policy and regulatory requirements.
7. Be involved within the community through civic activity, service organizations, and professional associations to develop new relationships and enrich Farmers Savings Bank's presence within the community.

## **ADMINISTRATION & LEADERSHIP DUTIES:**

1. Lead all Loan Department staff in continued development through ongoing training on lending, sales, compliance and other banking industry related topics. Administer periodic and annual reviews of staff members.
2. Actively manage the adherence and continued development of Farmers Savings Bank loan policy and procedures with Loan Compliance Officer/Staff.
3. Assist with the establishment of product development, rate, fee and loan related charges that align well with overall bank strategic direction and operate within all policies and applicable guidelines, while maintaining profitability for the Bank.
4. Review and maintain the quarterly Allowance for Loan and Lease Losses (ALLL) report, provide recommendations to Bank Management as to the amount to be reserved using the banks adopted methodology.
5. Review and maintain all loan related data in regards to loan products, classifications, concentrations, and collateral data for reporting to Bank Management and/or the Board of Directors.
6. Chairs the weekly Loan Committee Meeting. During meeting will lead discussion including new loans, past due payment status, and new loan requests.

## **JOB REQUIREMENTS:**

- Associates or Bachelor's degree in business, finance or related course work and/or related work experience.
- 10+ years of experience in the ag, commercial, mortgage, or real estate banking industry
- NMLS license required, or candidate must be able to obtain.
- Strong Microsoft Office skills and ability to use relevant industry specific computer programs.
- Excellent written and verbal communication skills.
- Outstanding interpersonal skills and superior customer service.
- Thorough understanding of the calculation of cash flow.
- Understanding of collateral and loan to value concepts.
- Highly detail oriented.
- Ability to work with a team and independently.

**RESPONSIBILITIES FOR THE PRIVACY AND SAFEKEEPING OF CUSTOMER INFORMATION:** Customer financial information will not be accessed unless this access is necessary in the performance of assigned duties. Viewing customer deposit information or credit files to satisfy a personal curiosity is strictly prohibited. Confidential information acquired is considered to be extremely sensitive by our customers. This information must not be revealed to unauthorized persons. This information should not be discussed with others within the bank unless their duties also require the information. Customer financial information can be released only when authorized by the customer or when subpoenaed by a court or the Internal Revenue Service (IRS). Then the information released must be accurate and within the confines of the authorizing document.

**RESPONSIBILITIES FOR COMPLIANCE:** The employee agrees to comply with all Farmers Savings Bank policies and procedures including federal and state rules and regulations.

**Job descriptions are not intended, and should not be construed to be all-inclusive lists of all responsibilities, skills, efforts or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from particular jobs and to assign other duties as necessary.**