



Savings Bank
OF MENDOCINO COUNTY
Member FDIC

Job Description

Job Title: Risk Management Specialist 1

Department: Risk Management

Reports To: Chief Risk Officer or Risk Analyst

Salary Grade/Salary Range: 6 (\$13.02/hr - \$20.80/hr)

Revision Date: 6/5/2015

Position Summary

Supports the Chief Risk Officer and Risk Analyst in all aspects of the enterprise-wide risk management program.

Essential Duties and Responsibilities

- Organizational Support-completes administrative tasks correctly and on time, supports the Bank's goals and values.
- Assist in the completion of all tasks related to ERM software.
- Develop a thorough knowledge of the Bank's risk management practices on a general and enterprise level.
- Analyze and relate data gathered by computer(s) or in person to laws, regulations, policy and procedures.
- Assist in the preparation and generation of department work papers and reports.
- Recommend changes and improvements to procedures related to risk management.
- Help plan, develop and implement the ERM framework.
- Assist in all aspects of the Bank's Vendor Management and Business Continuity programs.
- Assist in the completion of risk assessments, as assigned.
- Contribute to the development and delivery of risk management related training.
- Other duties as assigned.

Qualification Requirements

- Willingness to learn and ask questions. Motivated self starter.
- Working knowledge of Microsoft Office products, including Excel and Access.
- Work well under the direction of others.
- Regular and predictable attendance and punctuality.
- Maintain a good understanding of Bank policies and procedures.
- Display good organizational skills and have the ability to work on several projects at one time.
- Possess excellent reading and comprehension skills.
- Ability to interact with senior managers and Directors in a professional manner.

Education and/or Experience Requirements

High school diploma or general education degree. A minimum of 2 years of community banking experience is preferred.

Minimum Typing Speed Required

40 wpm

Language Skills

Ability to read and interpret documents such as safety rules, operating instructions, procedure manuals, policies and memorandums. Ability to write routine correspondence and communicate effectively and tactfully, orally and in writing with fellow employees, customers, vendors and management.

Mathematical Skills

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to use a basic calculator.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Other Skills and Abilities

Ability to perform basic computer tasks, including online research, working with different software products and proficient in basic keyboarding.

Physical Demands

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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, reach with arms, talk or hear and use hands to finger, handle or feel objects, tools or controls. The employee is occasionally required to climb or balance, stoop, kneel, crouch and may occasionally use ladders for a variety of tasks. The employee must frequently lift and/or move 5-10 pounds and occasionally lift and/or move 20-25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Some driving may be required.

Post-offer physical is not required for this position.

Acknowledgment:

I understand that this job description should in no way be construed as a contract for employment, but rather is intended to indicate the general nature and level of work to be performed. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to or from this job at any time. It is not designed to contain nor be interpreted as a comprehensive account of all the responsibilities and/or qualifications required of an employee assigned to this job. These job duties may be subject to change at any time due to reasonable accommodation or other reasons. Further, I understand that if I have any physical limitations or require any accommodations in order to perform the essential functions of my job, I must immediately inform my supervisor.

Employee Signature

Date

Supervisor Signature

Date