



**TITLE:** Chief Credit Officer  
**REPORTS TO:** President & CEO  
**FLSA:** Exempt  
**CATEGORY:** Full Time  
**SHIFT:** Monday – Friday 8:30 am – 5: 30 pm

---

### **SUMMARY**

The Chief Credit Officer is a member of the Bank's Executive Committee, reports directly to the President & CEO, and is responsible for all functions of credit administration and loan compliance. CCO performs direct supervisory duties of loan operations staff. Is accountable for adherence to Bank policies and procedures, as well as all applicable state and federal laws and regulations pertaining to employment and banking.

### **ESSENTIAL DUTIES**

#### **Member of Executive Committee**

1. Participates willingly, assertively and helpfully in all matters that come before the Executive Committee, taking responsibility for assigned areas of the Bank.
2. Earns and maintains the confidence of other Committee Members by his/her ability to manage the Bank's credit administration and loan compliance.
3. Works with other Committee Members to address challenges and manage the affairs of the Bank.
4. Responsible to act as a role model; professionally and consistent with Summit's Mission, Vision and Core Values. Board members, shareholders and others outside the Bank think highly of Summit Bank through words and actions of Chief Credit Officer.
5. Participates and contributes to the Bank's Strategic Planning and Budgeting processes for assigned areas of responsibility. Effectively manages budgets and targets for assigned areas of responsibility.
6. Participates in enterprise risk assessment management, business continuity and disaster recovery planning, and vendor management and selection as it relates to assigned areas of responsibility.

#### **Credit Administration**

1. Designs, plans, implements, monitors and evaluates credit programs, policies and procedures, and recommends or makes changes as necessary. Directs areas of loan compliance, loan systems, loan documentation and adherence to loan policies and procedures.
2. Oversees all functional areas of lending operations, ensuring clients are provided with safe and sound, cost effective and efficient services and products to help them reach their financial objectives.
3. Leads credit approval process for Equipment Finance Group (EFG). Manages administration of EFG credit ratings and policy.
4. Responsible for proper underwriting and Loan Policy conformance or appropriate mitigations on loan requests. Completes and approves credits in conformance with Loan Policy and within authorized limits and with satisfactory turnaround times on all credit requests.

5. Responsible for managing OREO and special assets for the Bank. Directs status update completion and proper documentation at least quarterly of impairment analysis. Reviews loans for TDR status.
6. Works directly with third party service providers, ensuring good relationships so that services are provided without break and as needed, and so support is readily available. Evaluates and recommends competitive products that are desired by our clients and are in line with Summit's strategic and financial goals and objectives.
7. Staffs the Board Loan Committee including but not limited to: scheduling meetings, ensuring that agendas and support documentation are provided to committee members in a timely fashion, review of minutes of the meetings, and providing relevant information and training to committee members so that they can perform their duties in exemplary fashion.
8. Understands the local credit market and competitors and shares information with Executive Committee.
9. Develops and prepares complete and relevant monthly and quarterly lending reports for presentation to the Executive Committee and the Board.
10. Works with President & CEO and Chief Lending Officer to establish pricing guidelines.

#### **Audit and Compliance**

1. Is the Lending Compliance Officer and has overall responsibility for compliance with state, federal and regulatory compliance in this area.
2. Monitors legislative and regulatory environment for proposed changes and their potential impact on the Bank.
3. Ensures that all lending policies and procedures are compliant with applicable federal, state and local laws and regulations as evidenced by: minimum "Satisfactory" ratings from FDIC and State in examinations, and satisfactory audits from all independent auditors.
4. Gathers for review, all reports and other information requested in preparation for exams and audits.

#### **Supervisory/ Personnel Management**

The position of Chief Credit Officer is responsible for the direct supervision of one (1) or more employee(s), and carries out supervisory responsibilities in accordance with the Bank's policies and applicable employment laws.

1. Reinforces the application of superior customer service by example along with appropriate follow through with involved clients, shareholders and direct reports.
2. Oversees activities of assigned personnel by supervising daily activities, effective delegation of assignments, developing work schedules and providing or arranging necessary training with human resources.
3. Plays a positive role in the development and growth of assigned staff through excellent communication skills, both verbal and written, along with strong delegation skills assuring a highly cross trained staff.
4. Ensures that direct reports have the skills, training and resources required to provide high level customer service to clients, shareholders and staff.
5. Performs personnel actions including interviewing, performance appraisals, establishment of individual goals/objectives, and disciplinary actions in a timely fashion and in accordance with all applicable laws and regulations.
6. Demonstrates knowledge of and adherence to the Bank's employment related policies; shows respect and sensitivity for cultural differences; promotes working environment free of harassment

of any type; builds a diverse workforce and supports affirmative action.

7. Promotes and leads office environment that is professional, collegial, fun, high performing and consistent with Summit's Mission, Vision, and Values.

### **SECONDARY DUTIES**

1. Completes assigned Compliance Training. Maintains compliance with the Bank's BSA/AML Policy and Procedures throughout the year.
2. Maintains all related paper and electronic file systems so that necessary documents can be found easily, and documentation is consistent and complete.
3. Assumes responsibility for various department functions in the absence of colleagues or in overload situations.

### **GENERAL**

1. Provides excellent personal customer service to all internal and external clients by treating people with respect, keeping commitments, inspiring the trust of others, working ethically and with integrity, upholding organizational values, and accepting responsibility for own actions.
2. Follows policies and procedures, completes administrative tasks correctly and on time, and contributes to the overall profitability of the Bank through cost controls and expense monitoring.
3. Applies good judgment in decision making and sees beyond immediate assignments and acts on opportunities and problem areas.
4. Performs position safely and reports potentially unsafe conditions.
5. Works according to established schedules, arriving on time and with a positive attitude.
6. Any other duties as defined.

### **QUALIFICATIONS AND DEMONSTRATED ABILITIES**

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.

1. Minimum of a Bachelor degree in finance, accounting, business administration or related field; and fifteen (15) years of related experience. Work related experience should consist of finance, accounting or business management. Educational experience, through in-house training sessions, formal school or related curriculum, should be applicable to finance, accounting or business.
2. Specialized training and/or experience in credit administration and loan policy development is highly desirable.
3. Ability to read, analyze, and interpret business periodicals, professional journals, and technical procedures.
4. Excellent organizational and time management skills, with the ability to provide leadership, supervision and training employees using positive supervisory techniques to ensure maximum productivity; demonstrated ability in organization and delegation skills.
5. Intermediate skills in personal computer operation; word processing, spreadsheet and specialty software programs. Intermediate keyboarding skills to meet production needs of the position.
6. Exceptional verbal, written, and interpersonal communication skills with the ability to apply common sense to carry out instructions and instruct others, train personnel, write reports, correspondence, and procedures, speak clearly to clients, colleagues, directors, and shareholders.
7. Thorough understanding of management procedures; ability to plan department and Bank activities

(setting objectives, developing strategies, budgeting, and developing policies and procedures); initiative to organize various functions necessary to accomplish department or Bank activities; effectively staff department (determining FTE needs, selecting, training and developing employees); directing employees towards the desired objectives (delegating, motivating, resolving problems); controlling the function (developing performance standards, measuring results, taking corrective action and rewarding employees as appropriate).

- 8. Ability to deal with complex problems involving multiple facets and variables in non-standardized situations.
- 9. Ability to work with no supervision while performing duties.

**PHYSICAL REQUIREMENTS**

- 1. Ability to sit and/or stand for extended periods of time.
- 2. Occasional walking to assist or meet with clients and colleagues at various locations within the Bank.
- 3. Continuous clarity of vision at 20 inches or less for normal processing of work.
- 4. Repetitive use of hands such as grasping, twisting/turning of wrists, and finger dexterity necessary to perform various clerical duties such as typing, writing, and maintaining files.
- 5. Occasional use of arms such as pushing/pulling to open and close drawers and cabinets.
- 6. Occasional bending and/or reaching for supplies, etc. on both low and high shelves.

**ACKNOWLEDGEMENT**

I have reviewed the above job description and acknowledge that I am able to perform the duties and responsibilities described herein. Summit Bank reserves the right to update job descriptions periodically. I acknowledge that this job description does not in any way create a contractual relationship, and does not alter Summit Bank's at-will employment relationship with me.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date