

### Class Concept

The Banking Manager I coordinates and supervises the daily operations, personnel, and policies and procedures necessary to accomplish the administrative and customer service functions within Banking Operations. Banking Operations falls under the Financial Operations Division (FOD) of the Department of State Treasurer (DST). Positions serve as supervisors in their respective units, able to troubleshoot daily functions, and provide a positive customer service experience while interacting with agencies and financial institutions internally and externally. This position will be able to plan and coordinate operational needs, supervise employees through observation, guidance, and coaching, and make determinations based on facts.

This position may lead and manage banking operations, ensure compliance with Federal Reserve Bank standards, State Banking regulations and agency policies, and ensure goals and objectives are met on a timely basis. Employees in this role may also advise or assist with the development of strategic, financial, or human resources planning. This position may research operational alternatives, analyze operational choices, and make recommendations to achieve goals and objectives of the agency. The position may undertake budget-monitoring activities and ensure accountability. The Banking Manager I may also be responsible for ensuring that the daily functions related to cash flow are completed, whether by delegation or actual completion. This includes compilation of electronic fund transfers and investment settlements that are required to maximize the State's return on deposited funds.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Basic knowledge of supervisory practices and skills
- Basic knowledge of Human Resources' interviewing policies and procedures
- Intermediate knowledge of applicable banking information technology and internal controls
- Intermediate knowledge to ensure integrity of Information systems, internal controls, and data.
- Intermediate knowledge of local, state, and federal banking regulations and statutes governing the area of work
- Intermediate knowledge of professional bank/credit union theory, techniques, practices, and procedures
- Basic knowledge of internal control skills in bank/credit union activities
- Ability to think critically in making determinations based on facts
- Ability to independently respond to inquiries that require research and analysis
- Ability to communicate with individual work units or entire organization on fiscal program elements
- Demonstrated ability to manage resources and staff appropriately
- Ability to effectively coach and enhance employee competencies in their work activities

#### Minimum Education and Experience

Bachelor's degree in banking, finance, business administration, business systems management, or a related discipline from an appropriately accredited institution and four years of experience in the field of banking, credit union, or financial services including progressive experience in the field of banking; or an equivalent combination of education and experience.