

### Class Concept

This position 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). The FOD is responsible for the efficient and prudent management of State held assets and is comprised of these six areas: Internal Audit and Compliance, Procurement and Contracting, Statewide Accounting, Departmental Accounting, Bank Reconciliation Unit and Banking Operations. Banking Operations serves as part of the centralized banking system for all State agencies, community colleges and local schools. It is made up of two units: 1) the Specialized Banking Unit and 2) the Disbursing Account Services Unit. The Banking Manager I of one of these units is in a supervisory role, 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 and 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.
- Working knowledge of applicable banking information technology and internal control.
- Working knowledge to ensure integrity of Information systems, internal controls and data.
- Considerable knowledge of local, state and federal banking regulations and statutes governing the area of work.
- Considerable knowledge of professional bank/credit union theory, techniques, practices and procedures. (May require working knowledge of internal controls skills to apply this knowledge.)
- Critical thinking skills to assist in making determinations based on facts.
- Customer service skills to independently respond to inquiries that require research and analysis.
- Interpersonal skills to communicate with individual work units or entire organization on fiscal program elements.
- Program administration skills to manage resources and staff appropriately.
- Supervisory skills to effectively coach and enhance employee competencies in their work unit.

#### 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 with progressive experience in the field of banking; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.