

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
SUPERINTENDENT OF BANKING DIVISION

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**DEFINITION**

Provides leadership to the Division of Banking by establishing the regulatory policy and ethical standards under which the Division operates and creates an environment that encourages and rewards effectiveness and efficiency by all employees of the Division; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Manages the operation of the Division of Banking with assistance from the senior management team of which the Superintendent is a member.

Provides overall management of all employees of the Division including the overseeing of recruitment, selection, evaluation and compensation of all staff members, appointing an employee as Deputy Superintendent to act in the absence of the Superintendent or the inability of the Superintendent to act, providing ongoing counseling to direct report and subordinate employees, and participating in all employee and employee committee meetings.

Meets with representatives of the Departments of Commerce, Administrative Services-Human Resources Enterprise and Management from time to time to assure that compensation of examination and supervisory employees of the Bank Bureau of the Division of Banking is consistent with compensation of employees of the Federal Deposit Insurance Corporation and other federal bank regulatory agencies as provided for by Iowa law and that compensation of all other employees of the Division is fair and competitive.

Holds regular meetings with appropriate members of the staff to discuss problem state banks and appropriate measures for obtaining improvements, issues relating to other financial services providers licensed and regulated by the superintendent, the status of applications pending action by the superintendent, budget and personnel issues and other matters relating to the operation of the Division.

Reviews incoming and outgoing correspondence and reports of examinations of state banks, trust departments, trust companies, bank holding companies, finance companies, mortgage lenders and other financial services providers licensed and regulated by the Superintendent.

Participates in meetings with representatives of problem state banks and state banks seeking to merge, consolidate, establish branches, repurchase shares, change locations of main office or branches, etc., and in other meetings as appropriate.

Acts on all requests to organize new banks and by existing state banks to merge, consolidate, establish branches, repurchase shares, change locations of main offices and branches, etc., and delegating authority to employees to act on his or her behalf on other requests by state banks for approvals as required by law or regulation and relating to the routine operation of the state banks.

Manages media relations for the Division in connection with supervision, regulation, and licensing of state banks and other financial services providers.

Arranges for interpretations of laws relating to the regulation and operation of state banks.

Acts on all requests for licenses and all renewals, suspensions and revocations of licenses pursuant to Chapters 533A, 533B, 535D, 536 and 536A of the Code of Iowa.

Regulates the establishment and operation of automated teller machines and point-of-sale terminals by state banks in the State of Iowa.

Meets with representatives of the Departments of Commerce, Management, the Governor, the Legislative Fiscal Service and appropriations committees of the General Assembly on budget matters as appropriate.

Meets with the Commerce Committees of the Iowa General Assembly at least annually as requested by the Committee Chair and with other members of the Iowa Legislature as requested.

Assists other departments and divisions as requested and participates in planning, task forces, and other endeavors initiated by the Office of the Governor and Department of Management.

Meets with representatives of the Iowa Bankers Association, Iowa Independent Bankers Association and Iowa Consumer Credit Coalition on matters of mutual interest and concern and attending conventions and other meetings of these associations.

Prepares the agenda for and presides at all meetings of the State Banking Board.

### **COMPETENCIES REQUIRED**

Knowledge of the management of a business organization including the hiring, counseling, evaluation and development of employees.

Knowledge of the financial services business including the business of banking and other financial services providers licensed and regulated by the Superintendent.

Knowledge of the structure of the financial services business in the State of Iowa and the United States.

Knowledge of the policies and practices of finance companies, mortgage lenders and other financial services providers licensed and regulated by the Superintendent.

Knowledge of the laws, rules and regulations of the State of Iowa affecting the operation of banks and other financial services providers licensed and regulated by the Superintendent.

Knowledge of the economic, competitive and political forces affecting the operations and structure of the financial services industry.

Knowledge of the risks inherent in the operation of banks and factors affecting exposure to risk in the balance sheet of banks including securities, loans, funds management, interest rates, and liquidity.

Knowledge of the factors influencing bank net income, including net interest spreads and margins, non-interest income, non-interest expense, federal and state taxation and the cost of regulation.

Knowledge of the purposes for which examinations are conducted by the Division of Banking of state banks, trust companies, bank holding companies, finance companies and other financial services providers licensed and regulated by the superintendent and, in general, the manner in which such examinations are conducted.

Knowledge of the policies and responsibilities of such federal agencies as the Federal Reserve System, Federal Deposit Insurance Corporation, Office of the Comptroller of the Currency, Office of Thrift Supervision, Securities and Exchange Commission and Federal Trade Commission.

Knowledge of the general public doing business with state banks, trust companies, finance companies and other financial services providers licensed and regulated by the Superintendent.

Knowledge of the advocates for the banking business, finance companies, mortgage lenders and other financial services providers licensed and regulated by the Superintendent such as the Iowa Bankers Association, Iowa Independent Bankers Association, American Bankers Association, Iowa Consumer Credit Coalition and Iowa Mortgage Bankers Association.

Knowledge of the political goals and objectives of the executive and legislative branches of the government of the State of Iowa.

Knowledge of the roles of the Directors of the Departments of Commerce and Management, Attorney General, General Assembly, Executive Council, Governor and Governor's staff.

Ability to provide oversight, management and direction for all administrative and fiscal and budget activities related to the operation of the Information Technology entity.

Ability to establish, modify, implement, and maintain effective financial management systems.

Ability to work productively in a team environment.

Ability to project maturity and confidence and empower others to contribute their fullest talents and energy.

Ability to be creative with his/her own ideas as well as being able to incorporate the ideas of others.

Ability to interact with customers in a consistent, businesslike customer service oriented manner.

Ability to produce work that requires extreme accuracy with few errors in short time frames.

Ability to adjust to work pressures, change or difficult situations impacting people or groups without unusual stress reactions.

Ability to effectively speak, write and understand English.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision, demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Acts to align one's behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited college or university with major course work in accounting business administration, economics, finance or a closely related areas and experience equal to 20 years of full-time work in a commercial bank, other providers of financial services or as a certified public accountant, five years of which were as an executive officer of a bank (Chief Executive Officer, Chairperson of the Bank, President, Vice President or Cashier);

OR

qualifying experience may be substituted for the education on a year-for-year basis to a maximum substitution of four years.

Effective Date:     10/01     GR